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**Job Announcement**

**Ukrainian Program USCIS Forms Specialist (full-time)**

IRIS – Integrated Refugee & Immigrant Services ([www.irisct.org](http://www.irisct.org)), a dynamic nonprofit organization in New Haven CT, has an opening for an Ukrainian Program USCIS Forms Specialist in its Legal Department. The position is hourly, and full-time.

IRIS is a refugee resettlement agency providing high quality and culturally sensitive assistance to immigrants and refugees in Connecticut. Our goal is to help immigrants establish new lives, regain hope, and contribute to the vitality of Connecticut’s communities. IRIS currently serves clients from Ukraine, Syria, Iraq, Afghanistan, Democratic Republic of Congo, Eritrea, Cuba, Sudan, Egypt, Venezuela, Guatemala and Honduras, among others.

**IRIS’s Legal Department:** IRIS offers legal services, among its other services. IRIS’s Legal Department provides representation to: 1) refugees and asylees applying for lawful permanent residence, naturalization, and reunification with family members; 2) immigrants in removal proceedings; 3) Afghan residents of CT who filed applications for humanitarian parole on behalf of family in Afghanistan after the Taliban takeover in August 2021; 4) Afghans who were evacuated from Afghanistan after the takeover and resettled by IRIS in the New Haven and Hartford areas; and 5) Ukrainians, Cubans, and Haitians who entered the US as parolees through humanitarian sponsorship programs. under the Uniting for Ukraine program as humanitarian parolees. The Legal Department currently consists of seven attorneys, three paralegals, and additional support staff.

**Description of Ukrainian Program USCIS Forms Specialist:**

 IRIS is looking for an individual to assist Ukrainian parolees to submit applications to USCIS for re-parole (Form I-131), Temporary Protected Status (Form I-821) and Employment Authorization (Form I-765). Beginning in the summer of 2022, IRIS has assisted over 1200 Ukrainians parolees living in Connecticut, and the number continues to increase. Through the Uniting for Ukraine (U4U) program, these Ukrainians were given a grant of humanitarian parole by the U.S. government, meaning they were afforded a legal status that is only temporary (typically their parole period is two years). These individuals must maintain their lawful status, which may require seeking re-parole and/or Temporary Protected Status. Additionally, these individuals must obtain and maintain proof of their eligibility to work legally in the U.S. pursuant to either parole or TPS. The USCIS Forms Specialist will organize and prioritize requests for assistance with re-parole, Temporary Protected Status, and employment authorization; complete and submit all relevant USCIS forms with the required evidence; and will stay abreast of changes and developments related to these pathways and their related work authorization. The USCIS Forms Specialist will track communications to and from USCIS relating to each submission. The USCIS Forms Specialist will work closely with a paralegal in this role, and the Specialist’s work will be supervised by a licensed attorney.

The Ukrainian Program USCIS Forms Specialist must have familiarity with the Ukrainian community. Fluency in Ukrainian and Russian and working proficiency in English are required. The Asylum Support Coordinator should be able to work out of the New Haven office.

**Requirements**

Candidates must have fluency in Ukrainian and Russian, and proficiency in English; relevant experience submitting forms to USCIS; keen attention to detail; strong writing, communication and organizational skills; computer skills including Microsoft Word and Excel; and ability to handle multiple demands and shifting priorities in a fast-paced environment. Candidates must have a demonstrated commitment to the mission of IRIS and awareness and sensitivity to multicultural issues.

**Benefits:** Vacation (3 weeks/ year), Personal days (3 per year), Sick days (12 per year), holidays per IRIS schedule (currently 12 per year). Health, dental, vision, life, disability insurance. Eligible for 403b retirement plan after 1 year of employment

**Reports to:** Director of the Legal Department

**Compensation:** This is a full-time hourly job and the salary range for this position is $24 - $25.57 per hour.

To apply, send an email to humanresources@irisct.org as soon as possible) with the following:

• A subject line that says “Ukrainian Program USCIS Forms Specialist: [Candidate first and last name]”

• A cover letter

• An attached resume

Contact information for 2 professional references

Applications will be reviewed in the order they are received and until the position is filled.