



## **Project Manager - Afghan Projects**

### **Organizational Background:**

VECINA's mission is to empower immigrant justice advocates by mentoring attorneys, educating communities, and mobilizing volunteers. Our primary activities revolve around training and mentoring pro bono attorneys and other volunteers who are providing pro bono legal assistance to refugees, asylum seekers, and unaccompanied immigrant children.

At VECINA we firmly believe that diversity makes the world a better place and brings immeasurable value to our work. People of color, LGBTQ+ individuals, and individuals from diverse backgrounds or immigrant communities are strongly encouraged to apply. VECINA does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, gender, gender identity, sexual orientation, age, or disability.

### **Position Description:**

We are hiring a Project Manager to join our team assisting with the mentoring, training, and support of pro bono attorneys and other volunteers assisting Afghan newcomers. The Project Manager will work closely with VECINA staff, and also with staff at partner organizations to design and implement scalable models that engage volunteers and provide much needed legal assistance to Afghan asylum seekers.

### **Duties:**

- Manage the placement of cases and projects with pro bono attorneys and teams.
- Assist with the coordination and implementation of technical assistance for attorneys providing pro bono representation in a variety of types of legal matters for Afghan clients.
- Check in with pro bono teams for case updates.
- Ensure that case tasks are being completed in accordance with deadlines.
- Communicate with and field non-legal questions from volunteers.
- Liaise with partner organizations regarding projects, clinics, and other logistical needs.



- Assist the team with the development and publication of training materials and resources.
- Maintain up-to-date and precise data for the project.
- Create project reports for the Project Director and VECINA team.
- Provide other support to the team as needed.

**Qualifications:**

- Commitment to immigrant and social justice.
- Strong attention to detail.
- Good communication skills, including ability to both give and take direction.
- Minimum of a high school diploma/GED or foreign equivalent.
- Ability to work well independently and be a self-starter in a deadline driven environment.
- Strong computer skills, including with data entry in Microsoft Excel, Google Sheets, or other spreadsheet program.
- Ability to read, write, and speak in English is required.
- Dari/Farsi or Pashto fluency is strongly preferred.
- Experience working with immigrant communities preferred.

**Work Hours:** This is a full time, 40 hour per week position.

**Location:** This opportunity is remote from within the United States. High speed internet required.

**Compensation:** \$50,000 per year, plus paid time off, health, and retirement benefits.

**Term:** This position has received an initial funding commitment of 12 months, but will continue as long as funding is secured.

**Apply:** Please email resume and cover letter to [jobs@vecina.org](mailto:jobs@vecina.org) with the subject line “Project Manager Position Application.” We will be unable to respond to applicants who have not followed the instructions.