



Mentoring Attorney
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 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 Mentoring Attorney to assist with the mentoring, training, and support of pro bono attorneys and other volunteers assisting Afghan newcomers. The Mentoring Attorney will work closely with VECINA staff, as well as staff at partner organizations, to design and implement scalable models that engage volunteers and provide much needed legal assistance to Afghan asylum seekers.

Duties:

- Work collaboratively with the VECINA team in developing and refining training materials, sample forms and documents, checklists, and other items needed for case training, quality control, and efficiency;
- Serve as one of the staff leads on the national "Ask-An-Expert" technical assistance platform, including answering questions from legal practitioners regarding Afghan asylum cases.
- Provide live (virtual or in-person) trainings as needed;
- Mentor pro bono attorneys representing Afghan asylum seekers, including leading group meetings; staffing office hours for pro bonos; and reviewing and providing feedback on pro bono asylum filings



- Identify, analyze, and respond to legal or procedural changes that affect asylum seekers, including statutory changes, proposed regulations, and decisions of the Board of Immigration Appeals and federal courts;
- Use Clio case management system to communicate with teams, upload documents, review packets, and other case management needs;
- Support the VECINA team as needed.

Qualifications:

- Licensed to practice law and in good standing in any state or territory in the U.S.
- Committed to immigrant and social justice.
- 3-5 years of immigration law experience, including experience representing affirmative asylum seekers.
- Strong attention to detail.
- Excellent communication skills, including ability to both give and take direction.
- Ability to work well independently and be a self-starter in a deadline driven environment.
- Comfortable with technology such as Zoom, Google Meet, Google Sheets, and case management software;
- Experience serving the Afghan refugee community preferred.

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

Location: This opportunity is remote. High speed internet required.

Compensation: Salary commensurate with experience beginning at \$70,000, 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 with the subject line “Mentoring Attorney Position Application.” We will be unable to respond to applicants who have not followed the instructions.