



**Contract Mentoring Attorney - Afghan Projects**  
**Switchboard**

**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:**

VECINA has launched a partnership with [Switchboard](#), a federally funded project of the International Rescue Committee and a one-stop resource hub for refugee service providers in the United States. Under this project, The International Rescue Committee (IRC), in partnership with VECINA, will provide training and technical assistance on legal topics related to Afghan immigration cases.

VECINA is hiring two Contract Mentoring Attorneys to assist with immigration law related mentoring, training, and support of refugee service providers assisting Afghans. The Contract Mentoring Attorneys will work closely with the VECINA team, as well as staff at Switchboard, to design and implement a resource training bank, as well as individual technical assistance on Afghan immigration cases for legal service providers at refugee resettlement agencies.

**Duties:**

- Developing and refining resource materials and other items needed for case training, quality control, and efficiency;
- Design and execute live webinars;
- Respond to technical assistance questions;



- Conduct office hours;
- Work collaboratively with the VECINA Switchboard team to design and launch e-learning course(s);
- Support the VECINA Switchboard 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.
- 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 evacuee community strongly preferred.

**Work Hours:** 20-40 hours per week contract position.

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

**Compensation:** \$50/hour

**Term:** This position has received an initial funding commitment of 5 months (May 1, 2023 - September 30, 2023) with the possibility of extension.

**Apply:** Please email resume and cover letter by April 30, 2023 to [jobs@vecina.org](mailto:jobs@vecina.org) with the subject line “Contract Mentoring Attorney Position Application.” We will be unable to respond to applicants who have not followed the instructions.

\* Hire is contingent upon final funding approval.