

# ARTISTIC FREEDOM INITIATIVE

## **AFI Seeks Immigration Paralegal Starting Early 2022.**

### **ABOUT AFI**

Led by immigration and human rights attorneys, Artistic Freedom Initiative (AFI) facilitates pro bono immigration representation and resettlement assistance for international artists who are persecuted or censored.

Dedicated to safeguarding the right to artistic freedom, AFI was founded on the notion that artists are uniquely situated to positively and powerfully effect change, provided their voices can be heard. As artists are increasingly censored, imprisoned, restricted from moving freely across borders, tortured, or even killed, it is more critical than ever that we safeguard the right to artistic freedom and zealously champion the courageous artists who exercise it.

To this end, AFI directly assists artists who have experienced persecution, censorship, or other restrictions on their freedom of expression, and supports artists who have demonstrated a commitment to advancing progressive social change and fundamental human rights.

We work with immigrant artists to champion art produced in exile, advance creative cultural exchange, improve conditions for artists in their home countries, and safeguard their ability to express themselves creatively through the arts.

### **POSITION DESCRIPTION**

AFI is seeking a full-time Immigration Paralegal to provide general support for our Pro-Bono Legal Services for At-Risk Artists program. Due to the ongoing humanitarian crisis in Afghanistan, AFI has seen a drastic increase in applications for assistance from artists at risk. The Immigration Paralegal position will be responsible for supporting the case work for Afghan artists, as well as others outside the region, as needed.

We are looking for a highly-motivated, resourceful, detail-oriented, articulate, versatile, and socially conscious individual to join our team. The ideal candidate is committed to human rights and the arts, is comfortable self-directing in a dynamic environment and can work well as part of a small but fast-paced team.

The ability to multitask, comfortably communicate with clients and/or government agencies, and proactively work on a variety of immigrant and non-immigrant visas is important.

Responsibilities include, but are not limited to:

- File management and administration, including digitally,
- Entering and maintaining data regarding status of cases,

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- Client screening and intake,
- Organize and prepare immigration forms and supporting documents for filing, including I-589 (Asylum), I-129 (O-1, P-2, P-3,), I-765 (EAD), I-140 (EB-1), DS-160 (consular), cover letters and support letters,
- Preparation of sworn statements for asylum applications,
- Preparing consular appointments,
- Legal research,
- Communicating with clients and ensuring they are kept apprised of the progress of their cases,
- Assist with creating templates, and
- Providing support to managing attorneys and staff.

The AFI office is currently running a hybrid in-person/remote model. Candidates should be based in, or willing to relocate to, the New York City area.

## **REQUIRED QUALIFICATIONS**

- Prior immigration experience in a law firm and/or non-profit setting;
- Bachelor's degree or Paralegal Certification required;
- Demonstrated commitment to advancing human rights;
- Highly organized and extremely detail oriented;
- Self-motivated and resourceful;
- Works well independently and as part of a small team;
- Ability to communicate effectively and to present information in a concise and organized fashion in both oral and written forms;
- Demonstrated ability to multitask, track timelines and deadlines, and prioritize projects in a fast-paced environment;
- Ability to maintain relationships and interact professionally with a diverse set of clients;
- Strong computer skills, including familiarity with Microsoft Office and/or Google applications;
- Strong proofreading skills; and
- An ability to analyze issues, identify possible solutions, and make decisions, independently and appropriately, involving others in the decision making or problem-solving process when necessary.
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required.

## **PREFERRED**

- Prior experience with talent-based and/or employment-based visas (O-1s, Ps, EB-1)
- Prior experience with visas for members of the foreign media (I)

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- Prior experience with professor and research scholars exchange visitor visas (J)
- International experience (particularly in Afghanistan or with members of the Afghan diaspora)
- Strong command of a foreign language (Particularly Pashto, Dari, Arabic or Farsi)

**SALARY:** \$40,000 – \$50,000

**BENEFITS:**

- Health insurance, including dental and vision
- 12 vacation days
- Flexible hybrid from home/in-office schedule

**WORK AUTHORIZATION:**

- United States (Required)

Please apply by sending a single PDF document, containing a cover letter and resume, and saved as "Last Name, First Name: Immigration Paralegal" to [sofia@artisticfreedominitiative.org](mailto:sofia@artisticfreedominitiative.org). Applications will be reviewed on a rolling basis.