

ARTISTIC FREEDOM INITIATIVE

Part-Time Intake Assistant

Contract: Temporary, Part-Time (5-10 hours per week)

Location: Remote

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 belief 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 remote, temporary, part-time Intake Assistant to support AFI artist intake and communications. The initial contract will be for 5-10 hours per week for three months, with the possibility of an extension for up to one year. We are looking for a detail-oriented individual with strong organizational skills who is comfortable self-directing in a dynamic environment and has demonstrated experience working with populations experiencing acute or chronic trauma.

Responsibilities include, but are not limited to:

- Managing emails with applicants and artists requesting AFI's assistance.
- Recording and managing data regarding applicants' biographical information
- Spreadsheet management
- Screening applications for US visa eligibility (O-1, EB-1, P-3, and asylum designations, among others)
- Responding to applicant inquiries

Training will be provided for visa screening; prior experience in US immigration law is not required.

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Please note that the successful candidate will be required to review applications containing explicit details of physical violence, torture, armed conflict, and death. The ideal candidate will be someone with experience in crisis-response settings, and who is skilled in self-regulating through exposure to traumatic content. With this in mind, we would ask applicants to reflect on their suitability for the role before applying. AFI is limited in its ability to provide mental health support for the successful candidate.

This position is a good fit for a candidate who is looking for temporary work which can be performed remotely and at hours of their choosing.

REQUIRED QUALIFICATIONS

- Highly organized and extremely detail-oriented;
- Self-motivated and resourceful;
- Strong computer skills, including familiarity with Microsoft Office and Google applications;
- Strong written and verbal communication skills
- Compassion while navigating high-stress situations and the ability to thrive in a crisis care setting.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Social Care, or commensurate experience;
- Prior experience (paid or voluntary) working with victims and survivors of trauma;
- Prior experience with talent-based and/or employment-based visas (O-1s, Ps, EB-1);
- Prior experience with the US asylum process;
- Knowledge of Pashto, Dari, Arabic, or Farsi.

WORK AUTHORIZATION:

- United States (Required)

COMPENSATION:

- \$23.00/hour
- This is a temporary, part-time, contract position with no benefits provided. The initial contract will be for 5-10 hours per week for three months, with the possibility of an extension for up to one year.

Applications must include a single PDF document, containing a resume and a written description of the applicant's ability to and/or history of work with populations experiencing acute trauma. Please save the file as "Last Name, First Name: Intake Assistant" and send it to info@artisticfreedominitiative.org. Applications will be reviewed on a rolling basis.