

## **PROJECT COORDINATOR JOB DESCRIPTION**

**Title:** Project Coordinator

**Hours:** 20-25 hours/week (part-time)

**Compensation:** starting at \$15/hr

### **Job Description:**

The Georgia Asylum & Immigration Network (GAIN) is a 501(c)(3) nonprofit organization that provides free immigration legal services to survivors of crime and persecution. For over 15 years, GAIN has been a nonprofit leader in immigration legal services, providing critical legal and social service support to thousands of men, women, and children from over 118 countries around the world. In 2021, GAIN launched Project Ally - a collaborative, community response to providing guidance and legal representation to families affected by the crisis in Afghanistan.

The Project Coordinator's responsibility is to oversee tasks concerning Project Ally's function and administration. This includes responding to case inquiries, managing client data, and researching updates on immigration matters that are relevant to Afghan parolees and potential evacuees. Since Project Ally also serves the community of Afghans who recently arrived in the United States, the coordinator will also assist in assessing and addressing some of the community's pressing social service needs. This may involve conducting community outreach and building relationships with the Afghan community and service providers.

Finally, the coordinator will also provide support during our monthly asylum clinics for Afghan clients. This may entail assisting in clinic preparation, coordinating with partner organizations, and communicating with clinic participants on the day of the clinic.

Applicants who have any degree of proficiency in Dari/Pashto will be tested on their language capacity. If hired, they will also be expected to utilize their language skills during any relevant occasions.

### **Qualifications:**

Bachelor's degree from an institution recognized by its country of origin, proficiency in Dari/Pashto speaking, reading, and writing (strongly preferred), familiarity with Afghan humanitarian parole and asylum process (preferred, but not required)

### **How to Apply:**

If you are interested in applying for this position, please send your resume, cover letter, and any language certifications to Zuhra Aziz at [zaziz@georgiaasylum.org](mailto:zaziz@georgiaasylum.org).

GAIN is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural, and LGBTQIA+ individuals. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.