



FAMILY REUNIFICATION OFFICER – Volunteer position

Fenix – Humanitarian Legal Aid is a US non-profit organization and Greek MKO, federally registered with Greece's Ministry of Migration and Asylum.

Our team of lawyers, protection officers, legal assistants, translators, psychologist and experts from different academic backgrounds, provides legal aid, protection and psychosocial services to refugees and asylum seekers on Lesbos, with the support of over 20 volunteers working remotely on translation, research, communication and fundraising.

We are looking for an independent, adaptable and responsible individual who is willing to work in an emergency setting. Our clients need great advocates who demonstrate compassion, patience, hard work and empathy in extremely trying circumstances. The successful candidate must be an excellent communicator, a cooperative, respectful team player, and have the ability to multitask and prioritize in a constantly shifting context.

Job description

Under the supervision of the Field Coordinator and Family Reunification Coordinator, the Family Reunification Officer manages the processing of applications for family reunification. The FR officer ensures timely vetting, submission, and tracking of applications under the Dublin III Regulation.

Job Responsibilities

- Identify new clients
- Write applications for family reunification
- Collect facts and proof of family relations to substantiate claims
- Collaborate with international organizations and lawyers on cases
- Establish relationships with the case workers assigned to each client and collaborate to the gathering of the necessary documentation
- Write and submit re-examination requests
- Maintain and manage individual case files and ensure that the collected information is formatted and uploaded to the electronic database, following relevant policies and procedures
- All Fenix team members must comply with the values and principles outlined in the Fenix code of conduct and Policies.

Job Requirements

- Academic background in Law; either as a graduated or advanced law student
- In-depth knowledge of Asylum or European Law
- Excellent communication skills
- Fluent in English. Other languages are an asset (French, Arabic, Farsi/Dari, Somali, Lingala, Greek)
- Experience of working in a case holding setting is an asset
- Strong computer skills
- High professional ethics
- Positive and professional attitude, ability to prioritize work under pressure and attention to detail.

Conditions

- 6 months full-time position based in Mytilene, Lesbos.
- Volunteer Position
- Start date: January 7, 2022