



Open Position: Lesvos-based Family Reunification Coordinator

Fenix – Humanitarian Legal Aid is a non-profit organization (MKO) that provides holistic legal aid services to asylum seekers and refugees in Greece.

Fenix is looking for a Family Reunification Coordinator to join its Legal Team. We are looking for a self-starter who is passionate about our mission. Our clients need great advocates who demonstrate compassion, patience, and empathy in extremely trying circumstances. The successful candidate must be an excellent communicator, a cooperative, respectful team player, present a professional image, and have the ability to multitask and prioritize in a constantly shifting environment. We are looking for someone who sees this position as more than a job – something closer to a calling or mission.

Under the supervision of the Head of Mission and in close coordination with other protection and legal colleagues and partners, the Family Reunification Coordinator will be responsible for the intake, screening, drafting, preparation, and follow up of our family reunification cases.

Essential Functions

- Coordinates and leads the intake, screening, preparation, gathering of evidence, drafting and follow up of applications for families to be reunited under the Dublin III Regulation
- Maintains a good knowledge of the changes in European and Greek legal frameworks in order to best support our clients
- Lliaises with partners and other organizations in Greece and other EU countries to support family reunification cases
- Collaborates with the rest of the team to exchange information and ensure that Fenix programs are responding to the evolving needs of refugees
- Attends conferences and lectures and otherwise stays informed on current developments in immigration law and procedure
- Participates in local advocacy and information-sharing with other non-profits through meetings and referrals
- Communicates with authorities regarding updates on cases and procedures
- Maintains records in compliance with reporting requirements of any and all grants or agreements
- Performs other duties as required

Qualifications and Requirements

- Fluent in English. Other languages are an asset (French, Arabic, Farsi/Dari, Greek).
- Background in Law
- Experience in Human Rights, immigration or European Law is an asset
- Strong case management, legal research, and legal writing skills
- Ability to work with clients of a range of backgrounds, with sensitivity to culture, trauma history, age and other vulnerabilities
- Ability to work both independently and in a group setting, and meet deadlines in a fast paced dynamic environment.
- Ability to work in an emergency setting and under pressure.

Conditions

- 15 months full time position (September 2021 - December 2022). Extension depends on funding availability.
- Based in Mytilene, Lesvos
- Provision of Stipend and Housing
- Starting date: September 2021

To Apply: Please submit your CV through our website: <https://www.fenixaid.org/join-us>

Applications will be reviewed until the position is filled. For questions please email recruitment@fenixaid.org