



## **LEGAL ASSISTANT – 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 with different academic backgrounds, provides legal aid, protection and psychosocial services to refugees and asylum seekers in Lesvos, 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 supervision of the Interview Preparation Coordinator and the Legal Coordinator, the legal assistant will collaborate with the field lawyers to provide legal counselling to clients and assist them in the preparation for the asylum interview.

### **Job Responsibilities**

Responsibilities include, but are not necessarily be limited to, the following:

#### Interview Preparation:

- Organize meeting with clients and attend all interview preparation sessions.
- Take detailed notes in each interview preparation session.
- Compile a summary of events for each client.
- Support the lawyer with research for and draft of the memorandum.

#### Family Reunification:

- Ensures timely vetting, submission, and tracking of applications under the Dublin III Regulation.

#### Advocacy

- Collect information from the field regarding different human rights abuses.
- Research and gathering of supporting evidences to submit application for interview measures (Rule 39 cases).

#### General:

- Maintain a good knowledge of the changes in European, Greek legal frameworks in order to best support our clients.
- Maintain and manage individual case files and ensure that information gathered is formatted, uploaded and presented as per the electronic database, pursuant to policy and procedures
- Collaborate with the rest of the team to exchange information and ensure that Fenix programs are responding to the evolving needs of the clients.

All Fenix team members must comply with the values and principles outlined in the Fenix code of conduct and Policies.

### **Job Requirements**

- Fluent in English. Other languages are an asset (French, Arabic, Farsi/Dari, Lingala, Somali, Greek).
- Academic background in Law; either as a graduated or advanced law student
- Experience in Human Rights, immigration or European Law is a great asset
- Strong interest in and commitment to human rights principles and values
- Strong computer skills
- High professional ethics
- Positive and professional attitude, including ability to work in a team setting and under pressure
- Ability to conduct sessions with translators.

### **Conditions**

- Minimum 6 months based in Mytilene, Lesbos
- Volunteering position