



Asylum Support Clinic Coordinator Job Description - Nov. 2025

The Asylum Support Clinic (ASC) is seeking a part-time bilingual (Spanish/English) Coordinator to support the asylum-seekers ASC serves through its *pro se* (self-representation) legal clinic. This is an approximately 25 hour per week contract role which will be performed remotely, except for clinic evenings (Tuesdays from 4:30-9:00 pm on the Upper West Side).

ABOUT ASC

ASC addresses the critical shortage of legal support for immigrants who seek asylum in New York City and are unable to find legal representation. ASC helps asylum seekers to prepare and file asylum applications and supporting documents, such as declarations, free of charge, and once they are eligible, to apply for work authorization. Over the course of six consecutive Tuesday evenings, asylum seekers work in-person with trained volunteers, interpreters and *pro bono* attorneys to draft and finalize asylum applications and supporting documents. We anticipate having 6 six-week cycles per year.

We accept 16 asylum seekers for each clinic cycle. The Coordinator, who conducts many of the intakes of those referred to the clinic for assistance applying for asylum, is the primary point of contact for the asylum seekers in the lead-up and during clinic sessions. The Coordinator reports to the Program Manager, who in turn is supervised by a 7-person Steering Committee.

JOB RESPONSIBILITIES

The Coordinator's responsibilities are divided into two primary areas, those that help ASC prepare for an upcoming clinic cycle and those that take place during a clinic cycle:

Preparing for a Clinic Cycle

In the lead-up to a new clinic cycle, the Coordinator will:

- Review referrals from partnering organizations
- Conduct intakes using ASC's intake form as the guide
- Reach out to past ASC participants to screen for interest in returning to the clinic for help preparing their declaration or family preparedness forms
- Once the cohort of 16 asylum seekers has been determined, provide accepted applicants basic clinic information
- Keep Program Manager and Steering Committee apprised of progress/problems
- Create file in ASC database for each accepted asylum seeker
- Screen prospective Spanish-speaking volunteer interpreters to assess level of fluency

- Translate documents used during the clinic sessions into Spanish, as needed
- Determine which asylum seekers are eligible to apply for work authorization and schedule them and the work authorization volunteers to come to the clinic during an upcoming clinic cycle

During a Clinic Cycle

During each clinic cycle, the Coordinator will:

- Arrive early to help prepare for the clinic session
- Translate announcements as needed
- Support interpreters/asylum seekers during clinic
- Serve as liaison to the work authorization volunteers
- Help scan and print documents during the clinic sessions

JOB REQUIREMENTS

- Fluency in Spanish
- Comfort writing in English
- Excellent organizational and communication skills and ability to work independently
- Experience working with or an interest in helping people seeking asylum and learning about the asylum process
- Flexible and collaborative approach
- Skilled in using Google office (Gmail, drive, sheets, forms, docs)
- Experience with *pro se* asylum clinics a plus
- Trauma-informed approach, which includes an understanding of the need to use sensitivity, care and compassion in all interactions with asylum seekers
- Good time management skills
- Ability to work in-person on the Upper West Side of Manhattan on Tuesday evenings from 4:30-9:00 pm

COMPENSATION and HOURS

Compensation: \$30-\$35/hour, depending on experience. Approximately 25 hours/week. This is a contractor/1099 role.

The role is remote, except for Tuesday night clinics, which take place in-person on the Upper West Side of Manhattan from 4:30-9:00 pm. Twice weekly meetings with the Program Manager to be scheduled.

To apply, please upload a resume and cover letter in pdf or word format at: <https://forms.gle/7Fq4ru3QAsLsNKSe7>. Applications will be reviewed on a rolling basis. Start date is as soon as possible and the position will remain open until filled.

For questions not covered in the job description, please contact asylum.s.clinic@gmail.com.