



CITIZENSHIP & CLINICAL COORDINATOR ATTORNEY/DOJ ACCREDITED REPRESENTATIVE

"PIRC is the link, it is the hope, it is the light that guides immigrants to safety."

-Michele Pistone, Villanova Law Director of Clinic for Asylum, Refugee, and Emigrant Services

POSITION DESCRIPTION

The Pennsylvania Immigration Resource Center (PIRC) is a non-profit agency that serves vulnerable immigrants through free legal services, education, and advocacy. The **Citizenship Coordinator** will conduct naturalization preparation services, including eligibility screening, application preparation and submission, interview preparation, representation before USCIS, and ongoing case management. The position will also organize and implement naturalization, Know Your Rights, and legal screening clinics, including outreach to community members. This position reports to the Managing Attorney of Community Programs.

JOB PURPOSE AND ACTIVITIES

- Provide naturalization and citizenship assistance to eligible lawful permanent residents through completion of Forms N-400, N-600, N-648, and I-912.
- Identify eligibility and potential red flags for naturalization applicants and consult with the Managing Attorney to make appropriate referrals.
- Represent naturalization applicants at interviews in front of USCIS, as needed.
- Maintain accurate and timely case management for all naturalization clients.
- Work in close partnership with the York County Literacy Council and the Managing Attorney to ensure accurate grant compliance and reporting.
- Conduct outreach to community partners and the public to engage eligible LPRs to apply for naturalization.
- Organize at least four (4) legal clinics annually, including recruitment of *pro bono* attorneys and volunteers to assist with legal screenings and naturalization.
- Provide informational sessions about general immigration relief, know your rights, and naturalization to community members.
- Apply for, and obtain, accreditation through the DOJ Board of Immigration Appeals (if applicable).
- Other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree required; J.D. preferred.
- Ability to apply for DOJ Accreditation or admitted to practice law in any state.
- At least 1+ year of relevant work experience related to citizenship, naturalization, or immigration preferred.
- Prior experience working with ESL, lawful permanent residents, or immigrant populations preferred.
- Sense of personal initiative and ability to manage multiple tasks independently.
- Excellent organizational and communication skills.
- Strong attention to detail, data management, and evaluation skills.

- Commitment to PIRC’s mission, immigration issues and legal services.
- Ability to travel between York, Hanover, and Harrisburg to provide services.

TYPE

Full-time position; 40 hours per week; some weekend and evening work required; two-year funding subject to renewal.

LOCATION

York, PA

Relocation Assistance is available through PIRC for those willing to relocate to help us advance our mission!

ABOUT YORK

Historic York County, located in the Susquehanna River Valley of South-Central Pennsylvania, is a short drive from Lancaster, Harrisburg, and Baltimore, and within easy access to Philadelphia, Washington, D.C., Pittsburgh, and New York City. With its low-cost living, the Susquehanna River Valley offers a quality of life, with [Harrisburg](#) and [Lancaster](#) ranking in the top 20 places to live in the U.S. More information can be found [here](#) and information about Lancaster County [here](#).

WHY PIRC

For immigrants in our community and in detention, the Pennsylvania Immigration Resource Center (PIRC) provides a unique combination of immigration legal services, advocacy, and education that provide protections to the most vulnerable immigrants in Pennsylvania. PIRC is an experienced provider of free, accessible, multilingual immigration services that empower, protect, and transform lives.

The staff at PIRC is its greatest strength. At PIRC, staff work in a collaborative environment that encourages the sharing of ideas and victories, no matter the how large or small. PIRC offers a comprehensive benefits package including medical, dental and vision insurance, simple IRA with employer match, life insurance, generous paid leave and flexible policies reflecting the organization’s commitment to self-care. Members of PIRC are passionate, intelligent, and hardworking individuals all committed to the common cause of providing access to justice for immigrants.

TO APPLY

Please send a cover letter, resume, three references and a brief writing sample to Jessica Snyder, Office Manager, at jsnyder@pirclaw.org or to PIRC, Attn: Office Manager, P.O. Box 20339, York PA 17402.

Applications will be accepted on a rolling basis until November 30, 2018 or until the position is filled. **Early submission highly encouraged.** The Hiring Committee will begin screening resumes upon receipt.

PIRC is an equal opportunity employer. We value a diverse workforce and an inclusive workplace. PIRC encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, or citizenship.