



## Community Defense Coordinator

*"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 works to provide access to justice for vulnerable immigrants in detention and in the community through *legal services, education and advocacy*. The Community Defense Coordinator position was created to respond to the emerging and increased needs of immigrants in our community and detention. To address the myriad of needs and harness the power of the broader community, the Community Defense Coordinator will coordinate activities that meet the education and direct services needs of immigrants/immigrant families, and leverage PIRC's legal staff, programs, community partnerships, and experience to grow and reach additional immigrants who would otherwise go unserved.

### JOB PURPOSE AND KEY ACTIVITIES

- Coordinate PIRC's community defense services. Serve as community resource for legal and non-legal referral needs. Actively assist families as liaison between community members and family members in detention.
- Organize comprehensive legal screening clinics in the community.
- Coordinate family law caregiver designation clinics.
- Provide Know Your Rights presentations in community.
- Provide legal orientation classes to immigrants in detention.
- Coordinate pro bono representation, as possible.
- Respond to community requests for information and provide outreach and education to community members on immigrant rights and current immigration issues.
- Other tasks as assigned.

### QUALIFICATIONS AND EXPERIENCE

- BA required. DOJ Accredited Representative preferred.
- Fundamental knowledge of immigration law preferred.
- Strong written and verbal communication skills required.
- Proficiency in Spanish required.
- Demonstrated commitment to immigration issues.
- Strong organizational skills and attention to detail.
- Ability to work well independently with limited supervision.
- Strong interpersonal and communication skills. Ability to build relationships with new and existing stakeholders to further PIRC's mission.

- Proficiency in Microsoft Word, Excel, and Outlook.
- Successfully completed and cleared PA State Police Criminal Record Check and PA Child Abuse History Clearance.
- Knowledge of local community organizations and resources serving immigrants

#### TYPE

Part-time Position; 20 hours per week

#### LOCATION

York, PA

#### ABOUT YORK

*Historic York County is a rural community located in the Susquehanna River Valley of South Central Pennsylvania. With its low-cost living, York is also a short drive from Philadelphia, Harrisburg, Baltimore, Washington, D.C., Pittsburgh, and New York City. More information can be found here: <https://yorkcountypa.gov/about-york-county.html>*

#### 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.*

*PIRC staff is its greatest strength. At PIRC, staff work in a collaborative environment that encourages the sharing of ideas and victories, no matter how large or small. PIRC offers a comprehensive benefits package including simple IRA, life insurance, generous paid leave, and flexible policies in a reflection of 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.*

Please send a cover letter, resume, three references and a brief writing sample to Elizabeth Miller, Office Manager, at [emiller@pirclaw.org](mailto:emiller@pirclaw.org) or to PIRC, Attn: Office Manager, P.O. Box 20339, York PA 17402.

#### DEADLINE

**Applications will be accepted on a rolling basis until August 31, 2017 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.

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