



LEGAL ADVOCATE

IMMIGRANT SURVIVORS PROJECT

"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. PIRC's Immigrant Survivors Project (ISP) offers free victim-centered legal services to immigrant victims of domestic violence, sexual assault, human trafficking and other crimes through a mobile law office model of service delivery within a nine-county region of south central Pennsylvania.

JOB PURPOSE AND ACTIVITIES

- Coordinate client intakes and screen potential clients.
- Under supervision of Managing Attorney, prepare final VAWA, U or T-Visa applications.
- Assist victims in preparing personal statements, translating documents, and obtaining necessary documentation.
- Provide information to victims about victim rights, victim compensation benefits, and the criminal justice system.
- Refer clients to victim service agencies and other community resources, as needed.
- Communicate with social service providers, law enforcement, mental health professionals and hospitals in obtaining necessary evidence and law enforcement certifications.
- Work with clients on their upcoming appointments and documents needed.
- Maintain strict confidentiality regarding all case and client information.
- Participate in community and stakeholder meetings, depending on interests and program needs.
- Support legal clinics and trainings provided by PIRC within the community, depending on program needs
- Other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE

- Minimum of Bachelor's degree strongly preferred.
- Experience working in immigration law and/or with crime victims preferred, but not required.
- Fluency in written and oral Spanish required.
- Strong interpersonal and communication skills. Respect for others and sensitivity to the needs and legal issues affecting people of diverse backgrounds.
- Strong organizational skills and attention to detail.

- Ability to work well independently with limited supervision.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Candidates must successfully complete and clear a PA State Police Criminal Record Check and PA Child Abuse History Clearance.
- Ability to travel within multi- county service area to provide services; valid driver’s license required.

TYPE

Part-time, permanent position at 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.

The staff at PIRC are 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 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.

TO APPLY

Please send a cover letter, resume, three references and a brief writing sample to Elizabeth Miller, Office Manager, at 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 18, 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. Posted 6/15/17