



PIRC

Pennsylvania Immigration
Resource Center

PARALEGAL

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 immigration legal services, education and advocacy. PIRC's Immigrant Survivors Project (ISP) offers victim-centered immigration legal services to immigrant victims of domestic violence, sexual assault, and human trafficking through a mobile law office model of service delivery in south central Pennsylvania. The work of ISP staff is transformative for the survivors we serve. PIRC is in search of the right candidate to support and grow this critical work.

JOB PURPOSE AND ACTIVITIES

- Support ISP legal staff in all areas of client legal.
- Schedule client intakes and appointments. Handle telephone calls from the community and clients, screening potential clients, and making follow-up calls to prospective and current clients.
- Assist ISP staff with preparation of case application packets, including overseeing translation of documents, reviewing and organizing client documents, coordinating interpretation vendors, and submitting background checks for clients.
- Support organization of client files and case management, assisting with data entry into PIRC's case management and program tracking software systems.
- Under supervision of Managing Attorney and other staff, prepare work permit renewal applications or other applications, as needed.
- Refer clients to victim service agencies and other community resources and assist with access to benefits such as driver's licenses and public benefits.
- Prepare and accompany clients to upcoming USCIS appointments, including biometrics appointments, as needed, and ensure that needed documents are in client file before appointment.
- Oversee and process incoming and outgoing client mail for ISP legal staff.
- Maintain strict confidentiality regarding all case and client information.
- 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.

TYPE

Full-time, permanent position at 40 hours per week

LOCATION

York, PA

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 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. PIRC staff are passionate, intelligent, and hardworking individuals and share a commitment to the common cause of providing access to justice for immigrants.

TO APPLY

Please send a cover letter, resume, three references, including one from a former or current supervisor, 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 December 1, 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 10/18/2017