



## SUPERVISING ATTORNEY, SOUTH CENTRAL PA IMMIGRANT SURVIVORS PROJECT

### 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 victim-centered legal services to immigrant victims of domestic violence, sexual assault, human trafficking, and other similar crimes through a mobile law office model of service delivery throughout Pennsylvania.

### JOB PURPOSE AND ACTIVITIES

- Manage ISP Attorney/DOJ Accredited Representatives; oversee south central PA client caseload and supervise all non-client matters; assist in recruitment and training of staff, interns, volunteers, and other staff as needed.
- Provide legal supervision for ISP client caseload of foreign-born victims; ISP staff provides immigration legal assistance and representation to victims of domestic violence, sexual assault, human trafficking, and other similar crimes leveraging the protections allowed in law through VAWA, T-Visas, U-Visas, and related forms of relief.
- Provide direct legal services to immigrant survivors with own caseload.
- 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.
- Conduct outreach in south central PA through participation in relevant community and stakeholder meetings and through participation in legal clinics as needed; Maintain and cultivate relationships with program partners, governmental agencies, nonprofit providers, and other stakeholders.
- Provide training opportunities and CLEs, technical assistance, and mentoring to volunteer attorneys, as needed.
- Work closely with the ISP Project Director, Development Manager, and Executive Director to ensure compliance with contract and grant requirements for PIRC's Programs.
- Other tasks as assigned.

### QUALIFICATIONS AND EXPERIENCE

- Law degree and licensed to practice law before the bar of any state in the U.S. Three or more years' experience in immigration law required.
- Experience in employee training, supervision, delegation, and conflict

management preferred.

- Fluency in Spanish (both written and verbal) required; will consider candidates bilingual in language other than Spanish.
- Experience with forms of relief under immigration law (particularly in VAWA, T-Visas, and U-Visas) for the immigrant survivor population preferred.
- Prior experience working with survivors of domestic violence or sexual assault preferred.
- Passion for PIRC's mission and demonstrated commitment to immigration issues and public interest law.
- Strong time management and organizational skills; demonstrated ability to plan in changing environment.
- Goal-oriented with ability to take initiative with planning, coordinating and leading program on logistics and vision. Ability to manage multiple priorities and tasks without extensive supervision.
- Excellent verbal and written communication skills; excellent legal research and writing skills.

**TYPE**

Full-time Position; 40 hours per week

**LOCATION**

York, PA

**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's 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.*

**TO APPLY**

*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 June 29, 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.*