PIRC
Pennsylvania Immigration Resource Center

PARALEGAL/
ADMINISTRATIVE ASSISTANT

Description: This position provides primary clerical support to the Executive Director and performs duties related to the administration of the Central Pennsylvania Immigration Project (CPIP). CPIP is a joint initiative between PIRC and other local organizations with the goal of providing legal services to immigrants who are victims of domestic violence and may be entitled to relief under the Violence Against Women Act (VAWA) or other immigration remedies. The position requires a high degree of organization, ability to manage and maintain detailed records on clients and services, initiative, and multitasking skills in a fast-paced nonprofit legal services organization. The ideal candidate will be insightful, articulate, have a strong work ethic, and good organizational skills.

Type: Part-Time Position

Salary: $15.00/hr

Location: York, Pennsylvania.

Reports to: Executive Director

Qualifications & Experience:

- Strong organizational and information management skills for the performance of complex administrative and legal secretarial duties.
- Experience preparing Violence Against Women Act (VAWA) cases preferred.
- Ability to prioritize and work with minimal supervision; excellent time management skills.
- Previous work experience with standard office organization and case management, preferably in law office setting.
- Strong work ethic, ability to perform well and calmly under pressure. Flexibility and adaptability.
- Demonstrated analytical, diagnostic and problem solving skills, and the ability to exercise sound judgment. Strong oral communication, writing and editing skills.
- Proficiency with Microsoft Word, Excel and Access.

Job Purpose & Key Activities:

- Under attorney supervision, prepare immigration forms, applications, and supporting documents for CPIP program.
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information.
- Participate in and coordinate educational and outreach activities.
- Maintain document control and tracking; review case files.
- Establish, organize and maintain files.
- Retrieve public and private records as needed for each case.
- Coordinate and oversee VAWA and program related referrals to pro bono attorneys.
- Assist the Executive Director in program development and other clerical duties as assigned.
- Perform other duties as assigned.

To Apply: Please send a cover letter, resume, three references to Angela Eveler, Executive Director at aeveler@pirclaw.org or 50 Mt. Zion Road, York, PA 17402.

Deadline: **Resumes will be accepted until February 5, 2010 or until the position is filled. Start Date: Immediately**

EOE Posted: January 21, 2010