



STATE PROJECT DIRECTOR/MANAGING ATTORNEY 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, and human trafficking through a mobile law office model of service delivery throughout Pennsylvania. Project Director has a leadership role for the Immigrant Survivors Project and for the organization. This new position is an exciting opportunity to lead the ISP's expansion in Pennsylvania.

JOB PURPOSE AND ACTIVITIES

- Manage and direct the Immigrant Survivors Project in the current service area in south central PA and expand into new communities in Pennsylvania.
- Manage a 7-person legal staff overseeing client caseload and services and supervising all non-client matters.
- Provide legal supervision for ISP client caseload of foreign-born victims; Provide 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, as needed.
- 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 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.
- Coordinate and manage the pro bono referrals for the ISP; provide training opportunities and technical assistance. and mentoring to volunteer attorneys.
- Assist in recruitment and training of staff, interns, volunteers, and other staff as needed.
- Work closely with the Executive Director to ensure compliance with contract and grant requirements for PIRC's Programs.
- Other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE

- Licensed to practice law before the bar of any state in the U.S. or DOJ Accreditation required. Five or more years' experience in immigration law required.
- Personnel management experience, including training, supervising, motivating, and providing employee feedback preferred.
- Project management and federal or state grant compliance experience 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.
- Sound information analysis and decision-making skills.
- Ability to work with Executive Director on strategic planning for Immigrant Survivors Project; play active role in PIRC's senior management team.
- 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

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. 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.

Applications will be accepted on a rolling basis until June 22, 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.