



PROGRAM COORDINATOR DETAINED PROGRAMS

PENNSYLVANIA IMMIGRANT FAMILY UNITY PROJECT (PAIFUP)

POSITION DESCRIPTION

The PAIFUP Program Coordinator coordinates legal services for immigrants from countries and cultures across the world who are residents of communities within Pennsylvania. The Program Coordinator is responsible for coordinating legal representation, case management, and data tracking activities for the PAIFUP pilot program. The coordinator will also screen potential program clients and provide liaison functions with relevant stakeholders.

JOB PURPOSE AND ACTIVITIES

- Coordinate immigration representation and case management for detained immigrants served through the Pennsylvania Immigrant Family Unity Project (PAIFUP).
- Implement, in coordination with PAIFUP attorneys, systems and infrastructure for project work—timelines and logistics involving case identification, placement, tracking, and resolution.
- Respond to all referrals from PAIFUP partner agencies, community-based organizations and immigrant families.
- Coordinate with project stakeholders including community-based organizations to identify individuals for inclusion in the PAIFUP pilot.
- Conduct preliminary screenings with potential pilot clients in detention at the York County Prison to identify basic eligibility for inclusion in PAIFUP pilot; coordinate with PAIFUP attorneys to schedule legal intakes.
- Coordinate regular meetings with PAIFUP attorneys to review case status and next steps for coordinator support.
- Ensure all client information is correctly and timely entered into PIRC and PAIFUP case management systems and databases. Create program reports and/or submit grant information to funder(s) as required.
- Assist PAIFUP attorneys with follow-up calls, mailings, and similar case support.
- Work closely with PIRC's Managing Attorney and Executive Director to ensure compliance with the requirements of the PAIFUP project, PIRC's contracts and grants.
- Other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE

- Paralegal experience desired.
- Fluency in Spanish, both verbal and written, required.
- Experience with immigration law, particularly removal defense work, and prior experience working with detained immigrants strongly preferred.
- Strong communication and interpersonal skills, required.
- Well-organized and able to work well independently and collaboratively under pressure, required.
- Strong sense of personal initiative and ability to manage multiple tasks without extensive supervision, required.
- Passion for PIRC's mission and demonstrated commitment to immigration issues and public interest law, preferred.

TYPE

Part-time position with the potential to grow into full-time; non-exempt
Starting wage between \$18-\$20/hr. based on experience, education and training
Currently funded for one year with a strong expectation of renewal

LOCATION

York, PA

Relocation Assistance is available through PIRC for those willing to relocate to help us advance our mission!

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](#).

ABOUT 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 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 for part-time employees including participation in a simple IRA retirement plan, generous paid time off and flexible policies reflecting 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.

HOW TO APPLY

Please send a cover letter, resume and three references to Jessica Snyder, Office Manager, at jsnyder@pirclaw.org or to PIRC, Attn: Office Manager, P.O. Box 20339, York PA 17402.

Applications will be accepted on a rolling basis until the position is filled.

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, citizenship or any other consideration prohibited by law.