



## MANAGING ATTORNEY COMMUNITY PROGRAMS

*"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 legal services, education, and advocacy. PIRC's Community Programs encompasses the Immigrant Survivors Project (ISP), which offers victim-centered legal services to immigrant survivors of domestic violence, sexual assault, and human trafficking throughout Pennsylvania, and the Citizenship Project, which serves eligible lawful permanent residents in south central PA apply for naturalization. The Managing Attorney also holds a leadership role in the organization as a member of PIRC's Senior Leadership Team.

### JOB PURPOSE AND ACTIVITIES

- Manage and direct the Immigrant Survivors Project and the Citizenship Project
- Manage an 8-person legal staff overseeing client caseload and services and supervising all non-client matters, including Human Resource and professional development
- Provide legal supervision and assistance for ISP client caseload of foreign-born victims facing domestic violence, sexual assault, human trafficking and other similar crimes
- Provide legal supervision for the Citizenship client caseload of LPRs seeking naturalization
- Provide direct representation, as necessary
- Conduct outreach through participation in relevant community and stakeholder meetings and through participation in legal clinics as needed
- Responsible for program reports and invoicing for all Community Programs
- Work closely with the Executive Director to draft and submit grant applications and ensure compliance with contract and grant requirements for PIRC's programs
- Maintain and cultivate relationships with program partners, governmental agencies, nonprofit providers and other stakeholders. Attend outreach events as needed
- Organize and oversee planning and delivery of community legal clinics
- Coordinate and manage the pro bono referrals and provide technical assistance and mentorship to pro bono attorneys in their casework
- Assist in recruitment and training of staff, interns, volunteers, and other staff as needed
- Other tasks as assigned

## QUALIFICATIONS AND EXPERIENCE

- Licensed to practice law before the bar of any state in the U.S. required
- Five or more years' experience in immigration law required.
- Personnel management experience, including training, supervising, motivating, and providing employee feedback required.
- Project management and federal or state grant compliance experience preferred.
- Fluency in Spanish (both written and verbal) and/or third language preferred
- Experience applying for VAWA, T Visa, U Visa, I-751 waivers and naturalization preferred.
- Prior experience working with survivors of domestic violence or sexual assault preferred.
- Prior experience managing remote staff 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 and play an active role in PIRC's senior management team.
- Strong time management and organizational skills
- Goal-oriented with ability to take initiative with planning, coordinating and leading program on logistics and vision.
- Ability to manage multiple priorities and tasks with minimal supervision.
- Excellent verbal and written communication skills; excellent legal research and writing skills
- Must successfully pass FBI and Child Abuse Clearance background checks

## TYPE

Full-time Position; 40 hours per week  
Starting Annual Salary: \$67,000

## 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](#).*

## 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, we strive to create 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 with employer match, life insurance, health/dental/vision insurance, generous paid leave and flexible policies in a reflection of the organization's ongoing 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 Jessica Snyder, HR Manager at [jsnyder@pirclaw.org](mailto:jsnyder@pirclaw.org). *Applicants will be notified prior to contacting references.*

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, or citizenship or any other consideration prohibited by law.*