



PIRC
Pennsylvania Immigration
Resource Center

LEGAL INTERN COMMUNITY PROGRAMS

Educating, advocating, ensuring access to justice.

“PIRC saves lives. And does so over and over...The lives saved by PIRC include adults and children who face torture in their homelands, victims of sexual abuse and assault, and those fleeing unimaginable violence.” – Shoba Wadhia, Director for Penn State Law Center for Immigrants’ Rights

Projects: Immigrant Survivors Project (VAWA, U & T visas).
Approx. Dates: Dates and schedule flexible
Salary: Unpaid. Must coordinate with applicable schools for students to earn course credit.
Location: Offices in York, Pittsburgh and Allentown Pennsylvania
Reports to: PIRC Attorney or Legal Advocate

Qualifications & Experience:

- Rising 3L law student preferred;
- Completion of *Immigration or Refugee Law* coursework preferred, but not required;
- Spanish language skills preferred, but not required;
- Excellent legal research/writing, organizational and time management skills required;
- Previous experience with client intake and/or immigration helpful;
- Ability to work independently, take initiative, and work effectively as team member required;
- Ability to interact with people from various backgrounds and cultures required;

Job Purpose and Activities

- Conduct intakes with foreign-born victims of domestic and sexual violence in the local community and respond to telephone and written requests for legal assistance;
- Evaluate potential forms of relief available to local foreign-born victims; Identify vulnerable populations, for direct representation by PIRC or for *pro bono* referral;
- Under attorney or legal advocate supervision, assist with the preparation of applications for Adjustment of Status, Asylum, VAWA and U and T visas;
- Observe or participate in immigration court hearings;
- Assist in locating referral resources and social services for vulnerable immigrants
- Accompany PIRC staff to liaison meetings with Department of Homeland Security, Immigration Court, and coalition meetings with non-profit partners;
- Complete other office tasks as needed.

To Apply: Please send a cover letter, resume, writing sample, and three references to Jes Snyder at jsnyder@pirclaw.org, or P.O. Box 20339, York, PA 17402.