



## ASSOCIATE CITIZENSHIP COORDINATOR

*"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), a non-profit agency that serves vulnerable immigrants through free legal services, education, and advocacy. The Associate Citizenship Coordinator will conduct naturalization preparation services, including eligibility screening, and application preparation under the supervision of the Citizenship Coordinator. The position will also organize and implement naturalization outreach and education to community members, and as funding permits, extend outreach into marginalized populations. This position is temporary as funding expires 06/30/2021.

The Pennsylvania Immigration Resource Center provides support and services to all communities across PA and is committed to a workplace that reflects the diversity of those we serve. All applicants and employees of different backgrounds and perspectives, regardless of race, religion, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other quality that makes them exceptional, are valued and treated as equals.

### JOB PURPOSE AND ACTIVITIES

- Conducts outreach to immigrant-serving community partners and immigrant groups to engage eligible Lawful Permanent Residents (LPRs) to apply for naturalization.
- Provides informational sessions about naturalization to community members to build awareness of the naturalization process and PIRC's free services.
- Provides naturalization and citizenship assistance to eligible lawful permanent residents through completion of Forms N-400 and N-600.
- Identifies eligibility and potential red flags for naturalization applicants and consult with the Citizenship Coordinator and/or the Managing Attorney for Community Programs to make appropriate referrals.
- Maintains accurate and timely case management for all naturalization clients.
- Refers, when possible, lawful permanent residents to local literacy and ESL agencies.
- Other tasks as assigned.

### QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree required; J.D. preferred.
- At least 1+ year of relevant work experience related to citizenship, naturalization, or immigration preferred.
- Prior experience working with ESL, lawful permanent residents, or immigrant populations preferred. Possess experience in working with persons from other cultures.
- Sense of personal initiative and ability to manage multiple tasks independently.
- Excellent organizational and communication skills.
- Strong attention to detail, data management, and evaluation skills.

- Commitment to PIRC’s mission, immigration issues and legal services.
- Ability to travel between York and other communities to provide services. This position travels up to 25% of the time.
- Bilingual English and Spanish strongly preferred.
- Commitment to PIRC’s mission, immigration issues and legal services
- Knowledge of the south-central Pennsylvania philanthropic community a plus
- Initiative, drive, entrepreneurial acumen, planning and evaluation skills

#### TYPE

Full-time, non-exempt position; Occasional evening/weekend work required  
Starting Salary \$19.00/hr.

#### 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. More information about York County 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 is its greatest strength. At PIRC, we strive to create a collaborative environment that encourages the sharing of ideas and victories, no matter how large or small. PIRC offers a comprehensive benefits package including medical, dental and vision insurance, simple IRA with employer match, life insurance, generous paid leave and flexible policies reflecting 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, citizenship, or any other consideration prohibited by law.*