



SUPERVISING 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), a non-profit agency that serves vulnerable immigrants through free legal services, education, and advocacy. PIRC's Immigrant Survivors Project (ISP), which is part of PIRC's Community Programs, offers victim-centered legal services to immigrant survivors of domestic violence, sexual assault, and human trafficking through a mobile law office model of service delivery throughout Pennsylvania. The Supervising Attorney reports to the Managing Attorney for Community Programs and supervises up to three staff members, either DOJ Partially Accredited Representatives or Staff Attorneys. The Supervising Attorney also provides direct legal services to immigrant survivors with his or her own caseload.

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

- Assesses an individual's eligibility for immigration benefits.
- Provides legal supervision for up to three ISP staff members' client caseload of foreign-born victims of domestic violence, sexual assault, and human trafficking.
- Competently and ethically represents clients before government agencies.
- Assists Community Programs Staff by answering legal questions and providing guidance regarding client caseload.
- Provides information to victims about victim rights, victim compensation benefits, and the criminal justice system.
- Provides direct legal services to immigrant survivors with own caseload.
- Refers clients to victim service agencies and other community resources, as needed.
- Conducts outreach through participation in relevant community and stakeholder meetings and through participation in legal clinics as needed.
- Maintains and cultivates relationships with program partners, governmental agencies, nonprofit providers, and other stakeholders.
- Participate in PIRC's legal clinics within the community, as needed.

- Provides training opportunities and CLEs, technical assistance, and mentoring to volunteer attorneys, as needed.
- Supervises all non-client matters and assists in recruitment and training of staff, interns, volunteers, and other staff as needed.
- Performs other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE

- Law degree and licensed to practice law before the bar of any state in the U.S.
- 3+ years of immigration law experience required.
- 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.
- Experience in employee training, supervision, delegation, and conflict management preferred.
- Passion for PIRC's mission and demonstrated commitment to immigration issues and public interest law.
- 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, exempt position

Starting Salary Range: \$59,000-\$61,000 Annually; based on education, training, and experience

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. 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.