



## STAFF 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 Staff Attorney will provide immigration legal assistance, direct representation, education, and outreach to immigrant survivors of domestic violence, sexual assault, and human trafficking throughout the commonwealth to ensure their access to critical restorative victim services.

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.
- Represents a case load of clients who are survivors of domestic violence, sexual assault, and human trafficking leveraging the protections allowed in law through VAWA, T-Visas, U-Visas, and related forms of immigration relief.
- Competently and ethically represents clients before government agencies with the supervision of the Supervising Attorney and Managing Attorney.
- Performs factual and legal research and regularly monitor developments in immigration law.
- Works with DOJ Partially Accredited Representatives to ensure delivery of high-quality legal representation to clients consistent with PIRC's priorities.
- Works in close partnership with local domestic violence/sexual assault agencies to ensure immigrant survivors have access to appropriate victim services.
- Provides referrals for other community resources and benefits, as needed.
- Provides information to survivors about victim rights, victim compensation benefits, and the criminal justice system.
- Conducts outreach through participation in relevant community, task force, and stakeholder meetings.

- Maintains and cultivates relationships with program partners, governmental agencies, nonprofit providers, and other stakeholders.
- Participates in PIRC's legal clinics within the community, as needed.
- Maintains client confidence and protect operations by keeping information confidential.
- Performs other tasks as assigned.

## QUALIFICATIONS AND EXPERIENCE

- Law degree and license to practice law or pending application before the bar of any state in the U.S. required.
- Fluency in Spanish or bilingual in another language strongly preferred.
- Experience with forms of relief of relief under immigration law (particularly in VAWA, T-Visas, and U-Visas) for the immigrant survivor population preferred.
- Passion for PIRC's mission and demonstrated commitment to immigration issues and public interest law.
- Strong sense of personal initiative and ability to manage multiple tasks without extensive supervision.
- Excellent verbal and written communication skills.
- Excellent legal research and writing skills.
- Experience working with elmmigration is a plus.
- Comfortable working under pressure, on a team or independently, passionate about the work, inquisitive and analytical.
- 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 travel as needed to provide statewide services.

## TYPE

Full-time, exempt position

Starting Salary Range: \$51,000-\$53,000 Annually; based on education, training, and experience

This position will require travel throughout the Commonwealth. The Staff Attorney will be able to establish a home office in one of our three offices, located in Pittsburgh, York, or Allentown, where he or she will work 2-3 days a week and will travel to meet with clients the rest of the week.

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

## 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.*