



PIRC
Pennsylvania Immigration
Resource Center

Program Assistant Detention 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 Sivaprasad Wadhia, Director for Penn State Law Center for Immigrants’ Rights Clinic

Organization

Description:

The Pennsylvania Immigration Resource Center (PIRC) provides access to justice for vulnerable immigrants through legal services, education, and advocacy. PIRC delivers support and services to all communities across PA and is committed to a workplace that reflects the diversity of those we serve. All applicants, interns, volunteers, and employees of different backgrounds and perspectives regardless of race, religion, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, or any other quality that makes them exceptional are valued and treated as equals.

Position Description:

The Program Assistant for Detention Programs provides operational and administrative support primarily to PIRC’s Legal Orientation Program (LOP) which provides legal orientation services to individuals facing deportation while detained at the York County Prison and Berks County Residential Center. The purpose of this position is to ensure access to justice for vulnerable immigrants throughout the commonwealth of PA. The Program Assistant is responsible for entering data entry, phone and written correspondence with detainees and/or detainees’ family members, case flow management, office filings and mailings.

Compensation:

Starting Salary range: \$18.25/hr.-\$20.00/hr based on experience, education, and training.

Qualifications:

- High School diploma or equivalent required.
- Must have experience working with Microsoft Office Suite
- Fluency in Spanish (both written and verbal) required.
- Superior organizational and time management skills needed. Must be detail oriented.
- Solid verbal and written communication skills. Must be comfortable communicating with people from different racial, ethnic, cultural, and socioeconomic backgrounds. Ethic of serving clients with compassion.

Learning Outcomes:

- Working with immigrants in detention and the immigration detention system.
- Knowledge of immigration issues and public interest law.
- Adapting communication style when interacting with people from diverse racial, ethnic, and cultural backgrounds.
- Understanding the immigration legal services available to those in detention.
- Working effectively as a team member by accompanying PIRC staff to outreach events and coalition meetings with non-profit partners.

Location:

York, PA. *Relocation Assistance is available to 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, and three references to Jes Snyder at jsnyder@pirclaw.org, or P.O. Box 20339, York, PA 17402.

References will not be contacted without prior notification.

Deadline to apply is May 31, 2021.

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.