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| **PROGRAMS COORDINATOR****REMOVAL DEFENSE 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 Programs Coordinator supports and coordinates legal services for detained immigrants through two essential programs at PIRC: the Pennsylvania Immigrant Family Unity Project (PAIFUP) and the Legal Orientation Program (LOP). The Programs Coordinator is responsible for coordinating legal representation, case- management, and data-input and tracking for PAIFUP, an initiative to bring about universal representation to immigrants in removal proceedings in Pennsylvania. The coordinator will also screen potential program clients and provide liaison functions with relevant stakeholders. Additionally, the coordinator will administratively support the Legal Orientation Program, through which PIRC provides group and individual legal orientation services to immigration detainees. |
| **JOB PURPOSE AND**  **ACTIVITIES** | * Coordinate immigration representation and case management for detained immigrants served through the Pennsylvania Immigrant Family Unity Project (PAIFUP). Coordinate provision of legal orientation services through the Legal Orientation Program (LOP).
* Implement, in coordination with PAIFUP attorneys, systems and infrastructure for project work—timelines and logistics involving case identification, placement, tracking, and resolution.
* Respond to all referrals from PAIFUP partner agencies, community-based organizations and immigrant families. Respond to additional inquiries for services with referral to the LOP and appropriate follow-up.
* Coordinate with project stakeholders including community-based organizations to identify individuals for inclusion in the PAIFUP pilot.
* Conduct preliminary screenings with potential pilot clients in detention and/or remotely to identify basic eligibility for inclusion in PAIFUP pilot; coordinate with PAIFUP attorneys to schedule legal intakes.
* Coordinate regular meetings with PAIFUP attorneys to review case status and next steps for coordinator support.
* Ensure all client information and other pertinent data is correctly and timely entered into PIRC, PAIFUP, and LOP case management systems and databases. Create program reports and/or submit grant information to funder(s) as required.
* Assist PAIFUP and PIRC staff attorneys with follow-up calls, mailings, and similar PAIFUP case and LOP administrative support.
* Work closely with PIRC’s Managing Attorney and Executive Director to ensure compliance with the requirements of the PAIFUP project, the LOP, and PIRC’s contracts and grants.
* Other tasks as assigned
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| **QUALIFICATIONS AND EXPERIENCE** | * High School diploma or equivalent required. BA or Associates Degree preferred. Paralegal experience desired.
* Fluency in Spanish, both verbal and written, required.
* Strong communication and interpersonal skills, required.
* Well-organized and able to work well independently and collaboratively under pressure, required.
* Strong sense of personal initiative and ability to manage multiple tasks without extensive supervision, required.
* Passion for PIRC's mission and demonstrated commitment to immigration issues and public interest law, preferred.
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|  **TYPE** | Full-time, non-exempt. 50% of time spent on PAIFUP project and 50% on LOP. Starting wage between $18-$20/hr. based on experience, education and training. |
|  **LOCATION** | York, PA. Some remote work available. *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. With its low-cost living, the Susquehanna River Valley offers a quality of life, with* [Harrisburg and Lancaster ranking](https://realestate.usnews.com/real-estate/slideshows/the-best-places-to-live-in-the-us-for-quality-of-life-in-2017?slide=27) *in the top 20 places to live in the U.S. More information can be found* [here](https://yorkcountypa.gov/about-york-county.html) *and information about Lancaster County* [here](https://realestate.usnews.com/places/pennsylvania/lancaster)*.* |
| **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, staff work in 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 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 Ryan Brunsink, Managing Attorney for Removal Defense Programs, at rbrunsink@pirclaw.org  |
|  **DEADLINE** | Applications will be accepted on a rolling basis until the position is filled. The Hiring Committee will begin screening resumes upon receipt.***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.*** |