



OFFICE MANAGER & IMMIGRANT SURVIVORS PROJECT 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) is a non-profit agency headquartered in York, Pennsylvania that serves vulnerable immigrants through free legal services, education, and advocacy. The Office Manager & Immigrant Survivors Project(ISP) Coordinator is a hybrid position with two main work functions: office manager and project coordinator duties.

The Office Manager provides operations leadership and guidance (support) as it relates to information technologies and facilities. They plan, establish, and manage IT projects and ensure the efficient and smooth operation of PIRC offices. They perform various administrative tasks and provide financial support to the Executive Director.

The Project Assistant for the Immigrant Survivors Project coordinates immigration legal assistance, direct representation, education, and outreach to immigrant survivors of domestic violence, sexual assault, human trafficking throughout the commonwealth of Pennsylvania to ensure their access to critical restorative victim services.

The Pennsylvania Immigration Resource Center provides support and services to 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.

Office Manager:

JOB PURPOSE AND ACTIVITIES

Facilities/Information Technologies:

- Ensures equipment, printers and phones are in proper working order and available for use.
- Designs office space for new staff. Orders needed equipment and facilitates IT setup.
- Works closely with PIRC's IT service provider to manage and troubleshoot IT issues.
- Maintains physical space, ensuring safe, clean, comfortable, and functional work environment.
- Manages IT projects to ensure adherence to budget, schedule and scope of

project.

- Maintains inventory and tracking of IT equipment.

Financial/Administrative:

- Visits the post office daily to send and pick up mail. Prepares mail and purchases postage. Receives, prepares, and distributes mail to the appropriate staff member.
- Greets office visitors.
- Responds to inquiries from the community via the website, email, and phone.
- Performs appropriate background checks for both clients and staff.
- Processes PIRC income and ensures all income intended for PIRC is promptly received, deposited, recorded, and reconciles in accordance with internal control policies. Takes deposits to the bank, as needed.
- Processes all disbursements for valid business purposes in accordance with internal control procedures.
- Maintains PIRC's credit card to facilitate efficiency in transactions. Reconciles monthly.
- Maintains inventory of office supplies; reorders as needed.
- Manages all insurance renewals, excluding health, supplemental, and life and requests competitive bids, as needed to ensure fair and reasonable pricing.
- Receives, manages, and processes employee requests, ensures problems are resolved quickly. Acts as a liaison between employees and any outside contractors or vendors.
- Other tasks as assigned.

ISP Coordinator:

- Coordinates immigration legal services and case management for survivors served by Immigrant Survivors Project staff. Converts paper client folders to electronic files, as needed.
- Responds to all referrals from victim service agency staff and statewide coalition partners and schedules intakes with immigrant survivors. Confirms multiple times with clients that all intake information is correct, including spelling.
- Ensures all client information is accurately and timely entered into PIRC case management system(s).
- Drafts professional cover letters for certain client communications.
- Assists all ISP staff with mailings to clients, victim service agency staff, and other partner and referring agencies.
- Scans and sorts all ISP mail and uploads to client case files and into case management system(s).
- Ensures client surveys are provided to clients in a timely manner.
- Works with Managing Attorney to analyze survey results to ensure effectiveness of ISP services.
- Adheres to contract and grant requirements as outlined by Managing Attorney and Executive Director.
- Other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE

- High School diploma or equivalent required.
- Fluency in Spanish (both written and verbal) required.
- Proficient with Microsoft Office Suite.
- General understanding of information technology procedures and practices.
- General understanding and knowledge of social media.
- Previous experience with standard office organization in a law office setting, preferred.
- Strong organizational and interpersonal skills needed.
- Superior organizational and time management skills needed. Must be detail oriented.
- Must be flexible and able to adapt to a changing work environment.
- 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.

Other:

- Reasonable accommodations may be made to enable individual to perform the job purpose and activities outlined above.
- Must successfully pass FBI and Child Abuse Clearance background checks.

TYPE

Full-Time non-exempt position: 20 hrs/week for Office Manager duties and 20 hrs/week for ISP Coordinator duties.

*Note, the ISP Coordinator position is contingent on PIRC receiving funding for the position.

Starting Salary: \$20.00/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

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 for full-time staff including a simple IRA with employer match and 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 Andrew Baranoski, Executive Director, at abaranoski@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.