



Educating, advocating, ensuring access to justice.

Position Description

Position/Title:	Managing Attorney, Community Programs
Status:	Full time; exempt
Reports to:	Executive Director
Salary Range:	\$67,000<\$71,000>\$75,000

Position Description: Assist the Executive Director in maximizing mission impact and ensuring the sound functioning of the organization. Serve as the administrative manager of the organization's Community Programs. Community Programs encompasses the 1/Immigrant Survivors Project (ISP), which offers victim-centered legal services to immigrant survivors of domestic violence, sexual assault, and human trafficking throughout the state of Pennsylvania, 2/ Immigrant Survivors Advocate Network (ISAN), alliance of domestic and sexual violence victim service agencies from across Pennsylvania coordinated by the ISP to ensure the provision of culturally and linguistically appropriate victim services, and 3/ the Community Response Project/Medical Legal Partnership, which provides immigration legal services to immigrants in the York community. The Managing Attorney is a leadership role in the organization as part of PIRC's Senior Team.

Job Purpose and Activities:

- Manage and direct the Immigrant Survivors Project, ISAN, and the Community Response Project/Medical Legal Partnership.
- Manage an 8-person in-person and remote legal staff, overseeing client caseloads, legal services, and supervision of all non-client matters, including HR and professional development.
- Provide legal supervision and assistance for ISP client caseload of foreign-born victims of domestic violence, sexual assault, human trafficking, and other similar crimes.
- Provide legal supervision and assistance for the Community Response Attorney/Medical Legal partnership.
- Provide limited direct representation, as necessary to ensure continuity of services;

- Provide oversight and guidance for ISAN.
- Conduct outreach through participation in relevant community and stakeholder meetings and through participation in legal clinics, as needed.
- Responsible for program reports and invoicing for all Community Programs.
- Works closely with the Executive Director and Development Director to draft and submit grant applications and ensure compliance with contract and grant requirements for PIRC's programs falling under the Community Programs umbrella. Develop, implement and monitor organization's annual budget and work to contain costs within the programs in a manner that is consistent with the strategic plan and/or programmatic objectives.
- Support the planning and delivery of community legal clinics.
- Maintain and cultivate relationships with program partners, governmental agencies, nonprofit providers, and other stakeholders. Attend outreach events, as needed.
- Coordinate and manage pro bono referrals and provide technical assistance and mentorship to pro bono attorneys in their casework.
- Assist in recruitment and training of staff, interns, volunteers, and other staff, as needed.

Qualifications and Experience:

Required

- Licensed to practice law before the bar of any state in the U.S.
- Five or more years' experience in immigration law.
- Passion for PIRC's mission and demonstrated commitment to immigration issues and public interest law.
- Personnel management experience, including hiring, training, supervising, motivating, and providing employee feedback.
- Sound information analysis and decision-making skills.
- Strong time management and organizational skills; ability to delegate and set clear expectations.
- Goal-oriented with ability to take initiative with planning, coordinating, and leading program on logistics and vision.
- Ability to work with Executive Director on strategic planning and taking an active role in PIRC's senior management team.
- Proven ability to manage multiple priorities and tasks with minimal supervision.
- Excellent verbal and written communication skills; excellent legal research and writing skills.
- Ability to adapt to new initiatives and changing needs of the communities served.

Preferred

- Prior experience working with survivors of domestic violence and/or sexual assault.
- Prior experience in applying for VAWA, T Visa, U Visa, I-751 waivers, and naturalization.
- Project management and federal or state grant compliance experience.

- Ability to motivate and lead team members towards a common programmatic vision and organizational mission.
- Commitment to modeling and encouraging organizational and individual self-care practices.
- Prior experience managing remote staff.
- Fluency (reading/writing/speaking) in Spanish and/or third language.

Other:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the job purpose and activities outlined above.
- Ability to travel within the state, as needed.
- Must successfully pass FBI and Child Abuse Clearance background checks.

Physical Requirements: *The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Employee is regularly required to talk or hear. The employee is frequently required to stand, walk and use hands to finger, handle or feel; and reach with hands and arms.
- Employee is required to have close visual acuity to perform activities such as preparing and analyzing data, viewing a computer terminal and extensive reading.
- Employee is not substantially exposed to adverse environmental conditions.