



# PIRC

Pennsylvania Immigration  
Resource Center

## Position Description

**Position/Title:** Program Coordinator, Legal Orientation Program

**Status:** Full time; exempt

**Reports to:** LOP Manager, Detention Programs

**Salary Range:** \$38,000<\$42,000>\$46,000

**Position Description:** The Program Coordinator for the Legal Orientation Program (LOP) provides operational support services for PIRC's Removal Defense Programs, primarily the LOP. Through LOP, PIRC provides critical group and individual legal orientation services to individuals facing deportation while detained at the Moshannon Valley Processing Center and Clinton County Correctional Facility. The coordinator is responsible for an assortment of database and spreadsheet entries, phone and written correspondence with detainees and/or detainees' family members, case flow management, office filings and mailings involving the Removal Defense Programs.

### Job Purpose and Activities:

- Records weekly LOP related data collected by program staff in a database.
- Creates weekly lists of individuals to be served through the LOP.
- Responds to inquiries for services from detained individuals and their family members with guidance on what services PIRC provides and by referral to the LOP or other detention programs where appropriate.
- Mails relevant materials or referral lists to callers as appropriate.
- Forwards calls to appropriate detention team members as needed.
- Participates in staff and programs meetings to receive and relay important program related information.
- Assists PIRC staff attorneys and DOJ accredited representatives with follow-up calls, mailings, and similar administrative support.

### Other:

- Occasional regional travel required to observe and/or assist with LOP services at detention sites.
- Performs in accordance with PIRC's Core Values of integrity, adaptability, innovation, empowerment, collaboration, and diversity.
- Abides by all policies and procedures established by PIRC.
- Other tasks as assigned.

## **Qualifications and Experience:**

### Required

- High School diploma or equivalent.
- Fluency in Spanish.
- Effective communication skills, both written and oral. Ability to communicate with people of different racial, ethnic, cultural, and socioeconomic backgrounds.
- Ethic of serving clients with compassion.
- Ability to balance competing priorities and communicate as priorities shift. Ability to meet deadlines.
- Must be flexible and adaptable.
- Commitment to PIRC's mission, immigration advocacy, and legal services.

### Preferred

- Bachelor's Degree, Associate's Degree, or Paralegal Certification.

### **Other:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the job purpose and activities outlined above.
- 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, with or without accommodations, to successfully perform the essential functions of this job.*

- Employee is regularly required to talk or hear. The employee is frequently in a sedentary, seated position however this position would require the ability to lift files, open filing cabinets and bend as necessary. Employee uses 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.