



PIRC

Pennsylvania Immigration
Resource Center

Position/Title: Program Coordinator, Immigrant Survivors Project

Status: Full-time; exempt

Reports to: Managing Attorney, Community Programs

Salary Range: \$43,000 - \$47,000

Position Description: PIRC's Immigrant Survivors Project (ISP) offers victim-centered legal services to immigrant survivors of domestic violence, sexual assault, and human trafficking throughout Pennsylvania. The Program Coordinator will provide supportive assistance for the Immigrant Survivors Project, headquartered in York, PA.

Job Purpose and Activities:

- Evaluate prospective client inquiries and referrals to confirm they fit ISP case parameters and to ensure each prospective client feels seen and heard.
- Schedule consultation appointments for eligible individuals.
- Supervise new client onboarding through data entry and initial evidence gathering to ensure cases are managed efficiently.
- Maintain complete and accurate client files, both electronic and physical. Keep thorough and complete logs.
- Provide referrals for other legal services, community resources and benefits, as needed.
- Provide information to survivors about victim rights, victim compensation benefits, and the criminal justice system.
- Maintain accurate and confidential records. Ensure all client data is properly recorded and entered into appropriate case management programs and databases to facilitate reporting to grantors and communication with other PIRC staff.
- Participate in organization-wide activities including staff meetings, committee service, retreats, and training. Perform in accordance with PIRC's Core Values of integrity, adaptability, innovation, empowerment, collaboration, and diversity, and abide by all policies and procedures established by PIRC.
- Assist with paralegal tasks and file management for attorneys and DOJ representatives as time permits and other tasks as assigned.

Qualifications and Experience:

Required

- High school diploma or equivalent required; Bachelor's degree preferred.
- Fluency in English and Spanish (both written and verbal) or a second language required.
- Ethic of serving clients with compassion, passionate about the work and the mission of

PIRC, inquisitive and investigative.

- Ability to prioritize, multi-task, and remain organized in a fast-paced environment.
- Effective interpersonal skills. Ability to listen and communicate well with people of different racial, ethnic, cultural, and socioeconomic backgrounds.
- Must be flexible and able to adapt to a constantly changing work environment.
- Sense of personal initiative and ability to work independently with appropriate guidance and supervision.
- Ability to balance competing priorities and communicate as priorities shift. Strong attention to detail. Ability to meet deadlines.
- Must be flexible and interested in working collaboratively as part of a team of legal service providers.
- Must successfully pass FBI and Child Abuse Clearance background checks..

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 accommodation, 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/analyzing data, viewing a computer terminal and extensive reading.
- Employee is not substantially exposed to adverse environmental conditions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the job purpose and activities outlined above.

Benefits include. Option for flexible scheduling with approval from manager, health insurance, retirement account with employer contribution, life insurance, and generous paid time off, among other benefits.

To Apply: Please send a cover letter, resume, and the names of three references to Diana Bieber Locke, Managing Attorney Community Programs, at dlocke@pirclaw.org. Please use subject line "Program Coordinator - Application".

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.