



PIRC

Pennsylvania Immigration
Resource Center

Position/Title: **Staff Attorney, Immigrant Survivors Project - Pittsburgh**

Status: Full-time; exempt

Reports to: Managing Attorney, Community Programs

Salary Range: \$64,000 or commensurate with experience

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 Staff Attorney will provide immigration legal assistance and representation to immigrant survivors in Pittsburgh and other locations as needed.

Job Purpose and Activities:

- Assess eligibility for relief and represent non-citizen survivors of domestic violence, sexual assault, and human trafficking in affirmative applications for VAWA, U-Visa, T-Visa, and similar relief primarily before USCIS, as well as limited matters in EOIR Proceedings.
- Perform factual and legal research and regularly monitor developments in immigration law.
- Work in close partnership with local domestic violence/sexual assault agencies and other partner agencies, offering training as needed to ensure immigrant survivors have access to appropriate victim services and information about legal options.
- Provide information to survivors about victim rights, victim compensation benefits, and the criminal justice system.
- Provide referrals and individual advocacy for other community resources and benefits, as appropriate.
- Work with Managing Attorney to maintain and cultivate relationships with program partners, governmental agencies, nonprofit providers, and other stakeholders, including through participation in relevant community, task force, and stakeholder meetings.
- 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.
- Other tasks as assigned.

Qualifications and Experience:

Required

- Law degree and licensed to practice law or pending application before the bar of any state in the U.S.
- Fluency (reading/writing/speaking) in Spanish and/or other language.
- Excellent research, writing, and oral advocacy skills.
- Effective interpersonal skills. Ability to listen and communicate well with people of different racial, ethnic, cultural, and socioeconomic backgrounds.
- Ethic of serving clients with compassion.
- 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.
- Commitment to PIRC's mission, immigration advocacy, and legal services.

Preferred

- Experience with forms of relief of immigration relief (particularly in VAWA, T-Visas, and U-Visas) for the immigrant survivor population.

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.
- Ability to travel within the state as needed, including travel to PIRC's main office in York, PA several times a year as well as travel to meet with clients and potential clients at partner organizations in Pittsburgh.

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 to work remotely 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 three references to employment@pirclaw.org. Note: Applicants will be notified prior to contacting references. Please use subject line "Staff Attorney Pittsburgh - 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.