



**Position/Title:** **Managing Attorney, Community Response Programs**

**Status:** Full-time; exempt

**Reports to:** Executive Director

**Salary Range:** \$75,392 – \$93,520; depending on years of experience

**Position Description:** The Managing Attorney is a part of Pennsylvania Immigration Resource Center's (PIRC) Senior Team, participating in strategic decision making and leadership of the organization. The Managing Attorney provides mentorship, legal, and administrative supervision to attorneys and accredited representatives, as assigned by the Executive Director. This role may represent a small case load of clients before EOIR and USCIS, as well as perform outreach, lead clinics and coordinate with pro bono attorneys [*and other volunteers*] within the community.

**Job Purpose and Activities:**

- Leads PIRC's Community Response Programs, including the Rapid Response Team, immigration legal clinics, and non-detained legal services within the community.
- Engages partner legal service providers, community-based organizations, community leaders and members to continually assess and support the legal needs of immigrant communities in Pennsylvania.
- Organizes and executes clinics in support of immigrant legal needs in the community. (E.g. Family Preparedness, TPS renewals, Pro se asylum workshops, etc.)
- Serves as PIRC's primary legal liaison to the Southcentral PA Rapid Response Team (RRT), collecting/reporting data and managing incoming legal referrals from RRT and other partners.
- Represents non-citizens facing the threat of detention or deportation and residing in Pennsylvania. Cases include a wide scope of matters before immigration courts, the BIA, and USCIS, although not primarily detained matters and survivors' work which are handled by other programs at PIRC. Case selection is dependent upon funding parameters, capacity, and organizational case selection criteria.
- Conducts legal consults as a stand-alone service for non-citizen community members; conducts screenings/intakes for further referral or representation under any of PIRC's programs.
- Works with the Executive Director and Development Director to ensure compliance with contractual and grant requirements for PIRC's Community Response Programs; captures and reports related data for funding purposes.

- Supervises direct reports including at this time, one DOJ Accredited Representative and one non-legal staff person but possibly expanding to include additional staff including attorneys and/or legal interns; provides mentorship, legal supervision of work product and legal strategy, and related administrative duties.

### **Qualifications and Experience:**

- Law degree and licensed to practice law before the bar of any state in the U.S.
- Excellent research, writing, and oral advocacy skills.
- Effective communication and interpersonal skills. Ability to communicate 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 communication as priorities shift. Ability to meet deadlines.
- Must be flexible and adaptable.
- Commitment to PIRC's mission, immigration advocacy, and legal services.
- Fluency (reading/writing/speaking) in Spanish and/or other language preferred.
- 3-5 years of relevant experience / legal practice and supervision experience preferred.

### **Other:**

- Must successfully pass NCIC, FBI, and State Criminal and Child Abuse Clearance background checks.
- Regional travel required to perform outreach, community engagement, and clinics.
- 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.

**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.

**About the Organization:**

The Pennsylvania Immigration Resource Center (PIRC) is a nonprofit legal organization with a mission of providing free high quality legal services so that vulnerable immigrants and their families have access to justice and a more secure future. Since 1996, the organization seeks to ensure immigrants and their families have a voice, dignity and hope in communities across Pennsylvania. For more information, go to <https://www.pirclaw.org>.

**Location & Work Arrangement:** This position will require travel to attend events and meet with partner organizations across South-Central Pennsylvania. Travel may also include meetings and events in Southeastern Pennsylvania and the Pittsburgh region. PIRC's main office is located in York, Pennsylvania. This is a hybrid position, with office-wide in-person meetings required several times per year.

**Benefits:** Benefits include health, vision and dental insurance, short term disability insurance, life insurance, professional liability insurance, retirement with employer contribution, and generous paid time off.

**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. 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.

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**To Apply: Please send a cover letter, résumé and 2-3 professional references to Andrew Baranoski, Executive Director, at [employment@pirclaw.org](mailto:employment@pirclaw.org). Applications will be accepted on a rolling basis until the position is filled. The Hiring Committee will begin screening resumes upon receipt. Note: Applicants will be notified prior to contacting references.**

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*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.*

Commitment to Inclusion: 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.