



Job Title: Legal Services Paralegal

Program: Immigrant Victims of Crime Initiative (IVOC)

Supervisor: Supervisor, Immigrant Victims Access Collaborative Initiative

This position is contingent on grant funding. Applications will be received on a rolling basis until the position is filled. The successful applicant must be ready to start ASAP.

Overview

HIAS Pennsylvania's Mission: Driven by the Jewish value of welcoming the stranger, HIAS (the Hebrew Immigrant Aid Society) PA provides legal, resettlement and supportive services to immigrants and refugees from all backgrounds in order to assure their fair treatment and full integration into American society.

HIAS Pennsylvania is one of the largest non-profit immigration legal service providers in Pennsylvania. With a current staff of 14 attorneys and 7 accredited representatives, the organization assists low income immigrants with adjustment of status, removal defense, family unification, citizenship, and asylum applications. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied and abused youth.

Interested Applicant

We seek a paralegal to help support the legal services programming of the agency. The paralegal will provide direct case support to our Immigrant Victims of Crime Initiative (IVOC) staff.

General Position Description

The candidate should have a college degree. Prior experience working in a legal services agency is preferred. Spanish language fluency is highly preferred. The ideal candidate will also have had prior experience working with immigrants.

Primary Responsibilities:

The paralegal will provide support to the staff accredited representatives in their direct legal representation responsibilities. Services will include communicating with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines and other individual aspects of client cases. The paralegal will also assist in drafting client's statements and completing certain forms under the direct supervision of the designated attorney or accredited representative. Responsibilities will include administrative support, where appropriate.

Qualifications:

The Candidate should be passionate about HIAS PA's mission, understand the organization's roots in and relationship to the Jewish community, and have a demonstrated ability to work with diverse collaborators and stakeholders. In addition, the candidate should possess:

- Bachelor's Degree (Strongly Preferred)
- Bi-lingual in English and Spanish (Highly Preferred)
- Excellent verbal and written communications skills. Please provide a writing sample.
- Proficiency in Microsoft Office applications, Google Drive, database management, and internet.
- Excellent organizational and time management skills.
- Ability to work independently and within a team while working with diverse professional and human service workers.
- Ability to pay close attention to detail.
- High degree of skill in completing detailed reporting requirements.
- Flexibility within the position's roles and responsibilities when working as a part of a team.
- Sensitivity to working with diverse populations and victims of crime.

This is an exempt position; salary is commensurate with experience. Employment package includes comprehensive health care insurance coverage, 403(b) retirement account, and very generous paid holiday leave and vacation provisions.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against anyone on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation, or belief.

Please send cover letter, writing sample and resume in pdf form to Yvonne Leung, Executive Assistant at yleung@hiaspa.org No Phone Calls Please.