



Position Opening Paralegal

Job Title: Legal Paralegal
Supervisor: Immigrant Victims of Crime Initiative Supervisor
Program: Immigrant Victims of Crime Initiative (IVOC)
Salary: Commensurate with experience

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. 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 our Immigrant Victims of Crime initiative. 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 proficiency (oral and written) is required. The ideal candidate will also have had prior experience working with immigrants.

Primary Responsibilities:

The paralegal will provide support to the staff attorneys and accredited representatives in their direct legal representation responsibilities. Services will include direct legal services to clients by 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 statements and completing certain immigration forms under the direct supervision of the designated attorney or accredited representative including work authorization renewals, etc. Responsibilities will include administrative support and court filing, where appropriate. The paralegal will also maintain communication with our grant partners.

Administrative: engaging in ongoing grant compliance activities, and daily client service data management; maintain clear and detailed records to facilitate reporting and case management.

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) or equivalent combination of education and work experience required; or
- LL.M graduates with a background in immigration law are encourage to apply; or
- Paralegal graduates are encourage to apply;
- **Bi-lingual in English and Spanish is required;**
- Excellent verbal and written communications skills. Please provide a writing sample;
- Proficiency in Microsoft Office and Excel applications, database management and internet;
- Excellent organizational and time management skills;
- Ability to work independently and in a team and work with diverse professionals and human service workers;
- Ability to pay close attention to detail;
- High degree of skill in doing detailed reporting;
- Sensitivity to working with diverse populations.

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, resume and writing sample in pdf format** to Yvonne Leung, Executive Assistant at yleung@hiaspa.org. No phone calls please.