



Position Opening: Citizenship and Family Unification Staff Attorney or Accredited Representative

JOB DESCRIPTION

Job Title: Citizenship and Family Unification Staff Attorney or Accredited Representative

Supervisor: Director, Citizenship Assistance Program

Salary: Salary commensurate with experience

To apply, please send a cover letter and resume in PDF form to Yvonne Leung at yleung@hiaspa.org. Applications will be accepted on a rolling basis until the position is filled. Please no calls.

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 recognized by the Executive Office of Immigration Review (EOIR) of the Department of Justice as a voluntary agency permitted to host immigration specialists known as accredited representatives who can provide immigration legal services. HIAS Pennsylvania is one of the largest non-profit immigration legal service providers in Pennsylvania. With a current staff of over 50 individuals, the organization assists low-income immigrants with adjustment of status, removal defense, family unification, citizenship, and asylum. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied and abused youth.

Position Description

HIAS Pennsylvania seeks a staff attorney or accredited representative to work with low-income adults on naturalization applications and family unification matters, as well as assist with the coordination of citizenship information sessions and clinics. The staff attorney/accredited rep. will meet with clients, counsel them on eligibility for relief under immigration laws, prepare applications for submission to U.S. Citizenship and Immigration Services (USCIS), and represent clients before USCIS, as necessary.

Primary Responsibilities:

Direct Representation: The staff attorney/accredited rep. will represent individuals in Philadelphia and the surrounding area in a variety of immigration-related matters including, but not limited to,

naturalization, family-based petitions for relatives, adjustment of status, petitions to remove conditions on residence, and consular processing.

Pro Bono Training: The staff attorney/accredited rep. will assist with HIAS PA's efforts to recruit, train, and mentor pro bono attorneys, as well as help coordinate pro bono application assistance clinics, as necessary to fulfill project goals.

Outreach/Info Sessions: The staff attorney/accredited rep. will maintain strong relationships with partner organizations and provide workshops/legal information sessions and clinics as necessary to share relevant information with the immigrant community and reach new clients.

Administration: The staff attorney/accredited rep. will maintain clear and detailed records to facilitate reporting to grantors. In addition, they will track each application using the LawLogix Case Management software and ensure that project goals are met with respect to the number of clients served and applications submitted, and further ensure that reports are timely prepared and submitted.

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 or J.D. degree required
- For non-attorneys, accredited representatives are preferred; if not accredited, must have the experience that enables applicant to apply for accreditation immediately. Individuals who are not accredited will be required to take 40 hours of training with the goal of becoming accredited
- Prior experience with immigration law and procedure preferred
- Demonstrated commitment to working with a public interest organization preferred
- Prior experience working with vulnerable populations preferred
- Excellent verbal and written communication skills
- Excellent organizational and time management skills and ability to pay close attention to detail
- Proficiency in Microsoft Office applications, database management and internet
- Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, and the public
- High proficiency in a foreign language preferred (with an emphasis on Nepali, Vietnamese, Mandarin Chinese, Arabic, French and/or Spanish)

This is an exempt position; Employment package includes comprehensive health care insurance coverage, 403(b) retirement account, and 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.