



**HIAS Pennsylvania**  
**Job Announcement: Administrative Assistant (Youth Advocacy Initiative)**

**JOB DESCRIPTION**

**Job Title:** Administrative Assistant (Youth Advocacy Initiative)  
**Supervisor:** Know Your Rights Supervisor

To apply, please send a cover letter and resume in pdf form to Yvonne Leung at [yleung@hiaspa.org](mailto:yleung@hiaspa.org). No phone calls please.

**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 Assistants 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 60 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.

The only program of its kind in the state, HIAS Pennsylvania's Youth Advocacy Initiative provides legal services to immigrant children and young people in Eastern Pennsylvania. This work includes providing legal services to children facing removal proceedings in Immigration Court; to children involved in the domestic child welfare system; and to unaccompanied children in the custody of the federal Office of Refugee Resettlement (ORR) in Bethlehem and Philadelphia, PA. We seek a Program Assistant to join our staff to provide services to unaccompanied minors. The Program Assistant will report to the KYR Supervisor.

**Summary of Responsibilities:**

- **Maintain detailed tracking information of each child who enters local ORR programs that HIAS PA serves, on several databases**
- **Assist with administrative and clerical work related to legal services for unaccompanied minors**
- **Refer cases of released youth to legal service providers around the country**
- **On occasion, assist HIAS PA attorneys in providing legal assistance to youth**
- **When needed, conduct Know Your Rights presentations, individualized screenings and pre-court orientation in appropriate language, most commonly, Spanish**

**Maintain detailed tracking information of each child who enters local ORR programs**

The Administrative Assistant will be expected to keep detailed and clear records for each child who enters and

is released from the ORR programs that HIAS PA serves. She or he will enter new data into HIAS PA's spreadsheet as the facility populations change each day, and will also enter detailed data into the case management program, as well as our funder's data collection website. The Assistant will monitor and track KYR presentations, intakes, follow-up screenings, court appearances and court assistance, representation, referrals and case outcomes. The Assistant must adhere to any data collection requirements of the funder.

**Assist with administrative and clerical work related to legal services for locally detained and released unaccompanied minors**

The Administrative Assistant will assist with clerical work such as filing, photocopying, and checking court dates. The Assistant will create and update Know Your Rights materials as needed. She or he will coordinate with ORR program staff to facilitate HIAS PA's work with detained youth.

**Refer cases of released youth to legal service providers around the country**

The Administrative Assistant will be responsible for referring released youths' cases to other legal service providers around the country. After youth are released, the Assistant will communicate with organizations in their new locations, and also with youths' families, to help them find free or low-cost legal services.

**Assist HIAS PA attorneys in providing direct legal representation to youth**

On occasion, the Administrative Assistant will assist HIAS PA attorneys with translations, filling out forms, and other tasks involved in client representation. The Assistant will maintain youths' confidentiality.

**Conduct presentations, individualized screenings and pre-court orientations in appropriate language**

As needed on occasion, the Administrative Assistant will travel to facilities in Lehigh County and/or Philadelphia, especially during times of influx, to meet with detained youth and provide a Know Your Rights presentation regarding immigration procedures and options. The Assistant will also provide individualized screenings to evaluate each case and discuss options with youth and will write up these intake assessments. He or she will maintain good communication with the shelter staff.

**Additional duties as assigned**

The Administrative Assistant will complete other tasks as assigned in support of the overall work and mission of HIAS Pennsylvania and the Youth Advocacy Initiative.

***Qualifications:***

- Associates' degree; Bachelors' degree and/or two years relevant experience a plus
- Excellent organizational skills and time management skills
- Spanish fluency required
- Proficiency in Microsoft Office applications and database management
- Excellent verbal and written communication skills
- Experience working with youth, trauma survivors or other vulnerable populations preferred
- Ability to work in a team of diverse professionals and human service workers
- Applicant must be able to drive and possess a valid U.S. driver's license.

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