



HIAS Pennsylvania
Job Announcement: Paralegal (Youth Advocacy Initiative)

JOB DESCRIPTION

Job Title: Paralegal

Program: Youth Advocacy Initiative

Supervisor: Youth Advocacy Initiative Supervising Attorney

To apply, please send a cover letter, resume and writing sample in pdf format only to Yvonne Leung at yleung@hiaspa.org.

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 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 Southeastern Pennsylvania. This work includes providing legal services to children facing removal proceedings in Immigration Court; those involved in the domestic child welfare system; and to unaccompanied children in the custody of the federal Office of Refugee Resettlement (ORR) in facilities in Pennsylvania. We seek a paralegal to join our staff to assist attorneys in providing legal representation to children.

Primary Responsibilities:

The paralegal will provide support to attorneys 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 completing forms and drafting statements under the direct supervision of the designated attorney and will translate documents between English and Spanish. Responsibilities will also include

administrative support, where appropriate. The paralegal will complete other tasks as assigned in support of the overall work and mission of HIAS Pennsylvania and the Youth Advocacy Initiative.

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).
- Experience working with youth, trauma survivors or other vulnerable populations, and/or experience working in a legal services organization (preferred).
- **Bi-lingual in English and Spanish (required).**
- Excellent verbal and written communications skills.
- 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.

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.