



JOB DESCRIPTION

Job Title: Pro Bono Coordinator
Supervisor: Senior Staff Attorney
Salary: Commensurate with experience

Applications will be received on a rolling basis until the position is filled. The ideal applicant will be ready to start on October 1, 2020.

ABOUT HIAS PENNSYLVANIA

Driven by the Jewish value of welcoming the stranger, HIAS 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.

GENERAL POSITION DESCRIPTION

We seek a pro bono coordinator to lead the pro bono work across the agency. This newly created position will be responsible for coordinating all aspects of our pro bono work in collaboration with the different initiatives of our legal services program. The candidate must have several years of immigration law experience to be ready to provide mentoring support to pro bono attorneys handling various types of immigration cases. The candidate must also have strong presentation and organizational skills in order to facilitate trainings and ensure clear communication between the agency and outside stakeholders.

PRIMARY RESPONSIBILITIES

The coordinator will lead the development and monitoring of HIAS PA's pro bono projects by working with the different initiatives of the agency. Responsibilities include:

I. Recruitment

- Create and maintain a pro bono panel of attorneys for case referrals;
- Support pro bono relationships between law firms, companies, members of the private bar, and HIAS PA;
- Create and maintain a pro bono panel of interpreters and translators;

II. Training

- Assist in the development, organization and presentation of substantive law trainings and training materials to private bar attorneys;
- Ensure HIAS PA's remains current in its ability to be an accredited agency for the purposes of issuing CLE credits to pro bono attorneys;
- Ensure trainings offered are properly accredited for CLE credits and issue CLE credits as appropriate;

III. Mentoring

- Triage questions and issues with individual cases raised by pro bono attorneys;
- Seek technical assistance from HIAS PA attorneys where needed;
- Manage cases referred to pro bono attorneys;
- Provide oversight for cases referred to pro bono attorneys through quarterly follow up with referred clients to ensure provision of quality services;
- Actively participate in HIAS PA's development and communications activities as relevant to pro bono relationships and activities including producing reports and responding to inquiries;
- Ensure proper usage and maintenance of HIAS PA's case management system and volunteer databases as it relates to the agency's pro bono work;
- Perform related duties as required.

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:

- License to practice law (any jurisdiction) and a minimum of three years providing direct immigration legal services;
- Litigation and wide ranging experience in various areas of humanitarian immigration law including asylum, VAWA, U/T Visa and adjustment of status and naturalization (required); some experience filing SIJ applications preferred but not essential;
- Foreign language proficiency in at least one of the following languages highly preferred: Spanish, French, Arabic, Russian or Chinese (Mandarin or Cantonese);
- Ability to represent HIAS PA and engage with a diverse group of stakeholders including large law firms, bar associations, etc.
- Excellent verbal and written communication 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 collaboratively while working with diverse professional and human service workers;

- Prior experience organizing and delivering trainings preferred;
- Ability to pay close attention to detail;
- High degree of skill in completing detailed reporting requirements;
- Self-starter willing to take initiative to find creative solutions to challenges;
- Flexibility within the position's roles and responsibilities.

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

Due to COVID-19, HIAS PA is working remotely for the foreseeable future but under normal circumstances HIAS Pennsylvania is a fast paced environment. There is considerable traffic in the office and the work environment has a moderate amount of noise. The office functions as a team and staff members are asked to work both independently and collaboratively.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation, or belief, or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.

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