



Job Opening: Paralegal (1 Year Contract)

Job Title: Paralegal

*At least 2 Years of paralegal or legal assistant experience preferred

Programs: Pro-Bono Division and Intake Program

Supervisor(s): Intake Supervising Attorney

Position Type: Full-time, 12-month contract

Salary Range: \$42,000-\$46,500 commensurate with experience

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.

Primary Responsibilities:

The paralegal will provide support to the Pro-Bono and Intake programs. 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 ensure effective communication between pro-bono attorneys, HIAS Pennsylvania and clients. 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.

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:

- At least 2 years of paralegal or legal assistant experience
- Bachelor's Degree (strongly preferred).
- Experience working with trauma survivors or other vulnerable populations, and/or experience working in a legal services organization (preferred).



- Proficient foreign language skills (preferred).
- 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.

Non-discrimination statement: HIAS Pennsylvania is an equal opportunity employer and does not discriminate against anyone on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief.

Qualified applicants who represent minority and marginalized groups are strongly encouraged to apply.

Benefits: This is an exempt position; the salary is commensurate with experience. The 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.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

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.

To apply, please send cover letter and resume as attachments to Yvonne Leung, yleung@hiaspa.org by October 25. Note that the HIAS Pennsylvania social service team is hiring for multiple open roles. If you would like to be considered for more than one position, please indicate this in both your cover letter *and* the email you send with your application materials. Please also note that applications will be reviewed on a rolling basis until position is filled. No phone calls please.