



Job Opening: Staff Attorney, Afghan Project (1-Year Contract)

Job Title: Staff Attorney – Afghan Project *At least 1 Year of experience preferred
Supervisor: Pro Bono Coordinator
Position Type: Full-time, 12-month contract
Salary Range: \$53,000-\$55,500 (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 42 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 for a period of one year as a temporary hire to be primarily responsible for working with low-income adults in the Afghani communities, and other communities as needed, with respect to all applications for immigration benefits to which they may be entitled. The Attorney will meet with clients, counsel them on eligibility for relief under the immigration laws, prepare applications for submission to the Department of State, USCIS, and/or EOIR, and represent clients before all agencies.

Primary Responsibilities:

Direct Representation: The staff attorney will represent adults residing in Philadelphia and the surrounding area who have either recently arrived or have been in the region for some time with applications directly benefitting them or family members abroad in whatever legal fora is appropriate, including in the Philadelphia Immigration Court. The attorney will represent clients in a variety of forms of relief from deportation including, but not limited to, political asylum, cancellation of removal,

adjustment of status, humanitarian parole, temporary protected status, and other forms of humanitarian relief for which clients may be eligible. The attorney will also assist those family members outside the United States who are seeking to enter in Special Immigrant Visa Status, as P-2s, with Humanitarian Parole, or with any other refugee or humanitarian relief status that may be appropriate.

Pro Bono Training: In conjunction with the Pro Bono Coordinator, the staff attorney will assist with HIAS PA's efforts to recruit, train and mentor pro bono attorneys to assist in providing representation to the Afghani community. The attorney will maintain strong relationships with partner organizations.

Administrative: The staff attorney will maintain clear and detailed records of all cases.

As this is not an exhaustive list, the appointed staff attorney may be required to perform other duties and functions commensurate with the position not specifically identified here.

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:

- J.D. degree and license to practice law in any state (required)
- Minimum one year prior experience with immigration law and procedure, particularly in representing immigrants in a variety of immigration applications (required)
- High proficiency in a foreign language is strongly preferred (with an emphasis on Pashto, Dari, Farsi, Arabic, Spanish, or French)
- Demonstrated commitment to working with a public interest organization preferred
- Prior experience working with trauma survivors or other 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

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 a cover letter and resume as attachments to Yvonne Leung, yleung@hiaspa.org by October 25. Applications will be reviewed on a rolling basis until the position is filled. No phone calls, please.