



### **Job Opening: Staff Attorney, Removal Defense (1-Year Contract)**

**Job Title:** Staff Attorney – Removal Defense \*At least 3 Years of experience preferred  
**Supervisor:** Co-Director, Legal Services  
**Salary Range:** **\$55,000-\$59,500** (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 an experienced staff attorney for a period of one year as a temporary hire to be responsible for an existing caseload and new cases focused on working with low-income adults in removal proceedings before the Philadelphia Immigration Court. The Attorney will meet with clients, counsel them on eligibility for relief under the immigration laws, prepare applications for submission to USCIS and EOIR, and represent clients before both agencies.

#### **Primary Responsibilities:**

**Direct Representation:** The staff attorney will represent adults residing in Philadelphia and the surrounding area who have been placed into removal proceedings 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 and other forms of humanitarian relief for which clients may be eligible.

**Pro Bono Training:** The staff attorney may assist with HIAS PA's efforts to recruit, train and mentor pro bono attorneys. 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 three years prior experience with immigration law and procedure, particularly in representing immigrants in complex removal proceedings (required)
- High proficiency in a foreign language strongly preferred (with an emphasis on Spanish, French, Arabic, Chinese or Vietnamese)
- 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](mailto:yleung@hiaspa.org) by. Please also note that applications will be reviewed on a rolling basis until the position is filled. No phone calls, please.**