



## **Job Opening: Staff Attorney, Domestic Violence Initiative**

**Job Title:** Full-Time Staff Attorney  
**Supervisor:** Domestic Violence Initiative Supervising Attorney  
**Salary:** \$50,000-\$64,000 (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 PA is recognized by the Executive Office of the 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 PA 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 reunification, citizenship and asylum. HIAS PA prioritizes providing services to vulnerable populations including survivors of domestic violence and unaccompanied and abused youth.

### **Position Description**

HIAS PA seeks a staff attorney to be primarily responsible for representing survivors of domestic violence, sexual assault and trafficking in their immigration matters. The attorney will screen clients, counsel them on eligibility for relief under the immigration laws, prepare applications for submission to the U.S. Citizenship and Immigration Services (USCIS), Executive Office of Immigration Review (EOIR), and/or the Department of State (DOS) and represent clients before all agencies.

### **Primary Responsibilities**

1. **Direct Legal Services:** The staff attorney will complete intakes and will consult with survivors to determine eligibility for specific immigration benefits. The staff attorney will represent clients in immigration matters with a special focus on domestic and sexual violence-based applications for relief including VAWA Self-Petitions, U Visas and others. They will meet with clients, counsel them on eligibility for relief under the immigration laws, and prepare applications for submission to the USCIS, EOIR and DOS under the supervision of the program manager.

2. **Participation with partners and other stakeholders:** The staff attorney will conduct outreach, train and collaborate with victim service agencies and other service providers as necessary to serve clients and further the agency's mission. The attorney will attend stakeholder meetings and advocate for appropriate policies for immigrant survivors.
3. **Administrative:** The staff attorney will maintain clear and detailed records of all cases and fulfill grant compliance activities.

### 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)
- Three to five years prior experience with immigration law and procedure, particularly in representing survivors of trauma or other vulnerable populations (preferred)
- Bi-lingual in English and Spanish (required)
- Demonstrated commitment to working with a public interest organization
- Excellent verbal and written communication skills
- Excellent organizational and time management skills and ability to pay close attention to detail
- Proficiency in Microsoft Office application, 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, sexual orientation, 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; 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.

**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 follow applicable laws and agency policies.

*HIAS PA is working on a hybrid remote model for the foreseeable future.*

**To apply, please send cover letter, writing sample and resume in PDF form to Yvonne Leung, yleung@hiaspa.org. Please also note that applications will be reviewed on a rolling basis until the position is filled. No phone calls please.**