



JOB POSTING

Job Title: Crisis and Humanitarian Program Manager
Supervisor: Director of Immigration Legal Services
Salary: \$65,000 - \$70,000 (Commensurate with experience)

This is a full-time exempt position; salary is commensurate with experience. To apply please send cover letter and resume as **pdf attachments** to humanresources@hiaspa.org. **No phone calls, please.**

Mission

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in U.S. society.

General Position Description

HIAS Pennsylvania seeks a program manager to lead the agency's work in responding to changes in immigration laws and practice stemming from humanitarian crises or changes in immigration law. This position will be responsible for responding to such changes as well as representing and educating those special populations in need. The program is multi-faceted and includes legal representation, supervision of legal staff, community education and outreach, pro-bono mentoring, advocacy with various stakeholders and grant management related work. The candidate should have a minimum of five to seven years of legal experience in representing individuals before the Department of Homeland Security and the Department of Justice. Competency in at least one foreign language is strongly preferred. Prior experience with a public interest organization is strongly preferred.

Primary Responsibilities

Direct Legal Services: The program manager will represent individuals before the Department of Homeland Security and the Executive Office for Immigration Review.

Supervision of Legal Staff: The program manager will supervise legal staff, including attorneys, a paralegal and law student interns.

Community Education and Outreach: The program manager will provide trainings to stakeholders working with immigrants affected by recent immigration law changes. The attorney will also do outreach in immigrant communities affected by these changes. This work will be done in collaboration with the Intake program manager.

Pro-Bono Development: The program manager will work with the Pro Bono Coordinator to oversee the provision of pro-bono trainings and mentoring of attorneys. The program manager will collaborate with staff to develop materials and to refer and mentor cases.

Advocacy: The program manager will participate in advocacy efforts around issues affecting communities served by the program.

Administrative: The program manager will be responsible for maintaining records for the program to facilitate reporting to grantors. The attorney will be responsible for meeting deliverables under various funding streams and coordinating with grant partners. The attorney will also work with the Director of Legal Services and the Agency's Executive Director in helping to prepare new grant applications and identifying areas of need.

Leadership: Together with the other program managers, work with the director of legal services and the executive director to continually improve HIAS Pennsylvania's delivery of services

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:

- JD degree with five to seven years of experience representing immigrants before the Department of Homeland Security and Department of Justice including such matters as: asylum, TPS, DACA among other forms of relief. Special consideration will be given to applicants who have experience through public interest law organizations or law school clinical programs
- Competency in at least one foreign language (Spanish, French, Arabic, Mandarin or Ukrainian preferably) is strongly preferred
- Supervisory experience required
- Prior experience working with diverse populations, trauma survivors or other vulnerable populations preferred
- Excellent verbal and written communications skills
- Proficiency in Microsoft Office applications and ability to work with databases
- Excellent organizational and time management skills

- Ability to work in a team and work with diverse professionals and human service workers
- Ability to pay close attention to detail
- High degree of skill in preparing detailed reports to funders

Non-Discrimination Statement: HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, marital status, veteran status, political affiliation or belief, or any other characteristic or classification protected by federal, state, or local law or regulation.

Benefits: 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.

HIAS PA is currently working on a hybrid model - three days per week in office and two days per week remote work. If conditions allow, on-boarding will require one week of in-person trainings.

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

HIAS Pennsylvania requires all staff be COVID vaccinated with the exception of those who have medical or religious beliefs exemptions.

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.