



## JOB POSTING

**Job Title:** Administrative Assistant (Legal Programs)  
**Supervisor:** Director of Immigration Legal Services/Intake Program Manager  
**Salary:** \$30,000 - \$35,000 (Commensurate with experience)

This is a full-time exempt position; salary is commensurate with experience. To apply please send cover letter and resume in **pdf format** to [humanresources@hiaspa.org](mailto: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.

### **Primary Responsibilities**

**Administrative Support of Intern Program:** College and law school interns play an important role in supporting the agency's work and are also an important aspect of our goal of developing future advocates for immigrant and refugee rights. The administrative assistant will be responsible for developing and maintaining systems for the effective screening, hiring, on and off boarding, training and related tasks.

**Administrative Support for new legal staff:** In order to ensure the efficient on-boarding of new legal program staff, the administrative assistant will maintain standard operating procedures to ensure that all new staff are familiar with and have access to all legal program databases, tools etc This work will be in collaboration with HIAS PA's compliance officer.

**Administrative Support of Intake Program:** In collaboration with the Intake Program manager, ensure that data is accurate and up to date within and across the various databases used by the intake program. Run monthly reports to assist in regular evaluation of the intake program; develop and maintain resources for legal and social service referrals as well as maintain monthly intake sheets. Maintain up to date community resources and trainings on various areas of immigration law for distribution on agency website, social media and in-person outreach events. As needed, call prospective clients to follow up on their cases, schedule them with attorneys in house, and provide them with resource materials.

**Additional Duties as Assigned:** The administrative assistant 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:

- Associates' degree; Bachelors' degree and/or two years relevant experience a plus
- Excellent organizational and time management skills
- Competency in at least one foreign language is strongly preferred
- 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
- Ability to work in a team and work with diverse professionals and human service workers
- Ability to pay close attention to detail

**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.

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.