



Job opening: Paralegal, Humanitarian and Crisis Response Program

Job Title: Humanitarian and Crisis Response Program Paralegal
Supervisor: Humanitarian and Crisis Response Program Manager
Program: Humanitarian and Crisis Response Program
Status: Full-time, Non-Exempt (35 hours a week)
Salary: Salary range \$48,000 - 50,500 (commensurate with experience)

Applications will be accepted and reviewed on a rolling basis until the position is filled. Interested applicants are invited to send a cover letter and resume to humanresources@hiaspa.org with the title of the position as the subject of the email. 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 American society.

Summary of Position:

HIAS Pennsylvania seeks a paralegal to work in our Humanitarian and Crisis Response Program. The paralegal will provide direct case support to legal staff who provide legal immigration services to people affected by humanitarian crises. This program is multi-faceted and includes legal representation, community education and outreach, pro-bono mentoring and advocacy with various stakeholders. The ideal candidate will have prior experience working in the immigration field or working with vulnerable populations. Competency in Haitian Creole or at least one foreign language is strongly preferred. Prior experience with a public interest organization is strongly preferred.

Responsibilities:

- Draft and file immigration forms, including applications for TPS, DACA, humanitarian parole, requests for fee waivers, work permit renewals, adjustment of status applications among others and the supervision of an attorney;
- Communicate with clients to ensure timely and effective information sharing regarding upcoming appointments, deadlines, and other individual aspects of case;

- Conduct initial screening of client referrals;
- Assist clients and attorneys with collection of key evidentiary documents in support of case;
- Draft client statements and witness statements, under the direct supervision of the responsible attorney;
- Collaborate with social service partner agency regarding social services needs and referrals;
- Conduct presentations to targeted communities and trainings for stakeholders;
- Additional assignments as required by the funder and/or the needs of the program.

Qualifications:

The candidate should be passionate about HIAS PA's mission and roots, and have a demonstrated ability to work with diverse collaborators and stakeholders. In addition, the candidate should possess:

- Bachelor's Degree (strongly preferred) or equivalent combination of education and work experience;
- Competency in Haitian Creole or at least one foreign language (Spanish, French, Arabic, Mandarin, Dari or Ukrainian preferably) is strongly preferred;
- Excellent verbal and written communications skills (please provide a writing sample);
- Proficiency in Microsoft Office applications, Google Drive, database management, and internet;
- Excellent organizational and time management skills;
- Ability to work independently and within a team while working with diverse professional and human service workers;
- Ability to pay close attention to detail;
- Self-starter willing to take initiative to find creative solutions to challenges facing clients that arise in the course of representation;
- Flexibility within the position's roles and responsibilities when working as a part of a team;
- Ability to work with diverse populations and sensitivity to the needs of trauma survivors;
- Prior experience working in a legal services organization with immigrants and/or refugees;

How to Apply:

Please send a cover letter and resume in PDF format to humanresources@hiaspa.org and make the title of the position the subject of your email. No phone call, please.

This is a non-exempt position. The employment package includes 403(b) with employer contribution, very generous paid vacation and PTO, employer-paid health insurance, and more. Diverse candidates are encouraged to apply.

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 training.

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.