



**Job Opening: Bi-lingual English/Spanish Immigrant Youth Advocacy Staff Attorney  
(Position 2)**

**Job Title:** Staff Attorney  
**Supervisor:** Immigrant Youth Advocacy Program Supervising Attorney  
**Program:** Immigrant Youth Advocacy Program  
**Status:** Full-time, Exempt (35 hours a week)  
**Salary:** \$56,500 – \$61,500 (commensurate with experience)

To apply please send a cover letter and resume in **pdf format** to [humanresources@hiaspa.org](mailto:humanresources@hiaspa.org). Please make the title of the position that you are applying for the subject of your email. No phone calls, please.

**Overview**

**HIAS Pennsylvania's Mission:** Driven by the Jewish value of welcoming the stranger, HIAS (Hebrew Immigrant Aid Society) Pennsylvania 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 the largest non-profit immigration legal service providers in Pennsylvania. The organization assists low income immigrants with adjustment of status, removal defense, family unification, citizenship, and other forms of humanitarian relief. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied youth.

**Immigrant Youth Advocacy Program:** HIAS Pennsylvania's Immigrant Youth Advocacy Program is the statewide leader in providing legal services to immigrant children and youth. This work includes providing legal services to youth facing removal proceedings in Immigration Court; those involved in the domestic child welfare system; and to unaccompanied children in the custody of the federal Office of Refugee Resettlement (ORR) in facilities in Pennsylvania. We seek a Staff Attorney to join our dynamic team of legal professionals dedicated to protecting the rights of immigrant youth.

**General Position Description**

The ideal candidate will have a strong interest in working with youth, some experience in immigration or child welfare law, and experience serving victims of trauma or other vulnerable

populations. Spanish language proficiency is required. Prior experience with a public interest organization or working with youth is preferred.

### **Primary Responsibilities**

**Direct Representation:** The Staff Attorney will represent unaccompanied minors in immigration matters. Using a “universal representation” model, our program provides legal representation to certain children regardless of their eligibility for relief. As such, the Staff Attorney will represent youth seeking humanitarian forms of relief such as Special Immigrant Juvenile Status (SIJS), asylum, Temporary Protected Status (TPS), U visas, and T visas, as well as children who have no relief options or who may seek voluntary departure or an order of removal. The Staff Attorney will represent children before USCIS, the Newark Asylum Office, the Philadelphia Immigration Court, and the Board of Immigration Appeals. If barred in Pennsylvania, the Staff Attorney may have an opportunity to appear in state court proceedings for matters related to SIJS.

**Know Your Rights Presentations and Intake:** The Staff Attorney will provide Know Your Rights presentations regarding immigration procedures and options to immigrant youth in Philadelphia and the surrounding area. The Staff Attorney will provide individualized screenings to evaluate each case and discuss options with youth and will also review intakes completed by non-attorney Immigrant Youth Advocacy Program staff.

**Pro Bono and Stakeholder Training:** The Staff Attorney will assist periodically with HIAS PA’s efforts to recruit, train and mentor pro bono attorneys. The Staff Attorney will at times be called on to provide trainings in order to educate various stakeholders about the legal rights of immigrant youth. The Staff Attorney will maintain strong relationships with partner organizations.

**Administrative:** The Staff Attorney will maintain clear and detailed records to facilitate reporting to grantors.

**Additional Duties as Assigned:** The Staff Attorney will complete other tasks as assigned in support of the overall work and mission of HIAS PA and the Immigrant Youth Advocacy 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:

- J.D. degree and license to practice law in any state (preference for Pennsylvania license), or ability to obtain licensure within 6 months of beginning employment;
- Prior experience in immigration or child welfare law preferred (this could include law school coursework or clinical experience);

- Prior experience working with youth, trauma survivors or other vulnerable populations preferred;
- **Spanish proficiency required;**
- Excellent verbal and written communication skills;
- Proficiency in Microsoft Office applications and ability to work with databases;
- Excellent organizational and time management skills;
- Ability to pay close attention to detail;
- Ability to work in a team of diverse professionals and human service workers;

**Other Information:** HIAS PA is currently working on a hybrid model. HIAS Pennsylvania requires all staff be fully vaccinated against COVID-19 with the exception of those who have medical or religious beliefs exemptions.

**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 beliefs.

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

**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. ***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.