



## **Job Opening: Pro Bono Paralegal**

**Job Title:** Paralegal  
**Supervisor:** Pro Bono Coordinator  
**Program:** Pro Bono Program  
**Status:** Full-time, Non-Exempt (35 hours a week)  
**Salary:** \$48,000 - \$50,000 (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 to assure their fair treatment and full integration into American society.

HIAS Pennsylvania 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 unification, citizenship, and other forms of humanitarian immigration relief. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied youth.

**HIAS Pennsylvania's Pro Bono Program:** HIAS Pennsylvania's *Pro Bono* Program expands the organization's legal services by recruiting, training, and mentoring attorneys from outside of the organization to represent additional clients seeking different forms of immigration relief. The *Pro Bono* Program works with attorneys at large law firms, solo practitioners, retired attorneys, law students, and other legal volunteers who are trained to represent clients. The program mentors and supports volunteer attorneys through live training programs, pre-recorded video trainings, extensive written materials, and email communications.

### **General Position Description**

The *Pro Bono* Program Paralegal will be responsible for a significant number of administrative tasks. These will involve keeping meticulous records in both online databases and Google Sheets worksheets. The candidate will also know or learn immigration legal information and be able to communicate with attorneys and clients about this and must have excellent written and oral

communication skills. Lastly, the ideal candidate will be detail oriented and comfortable with data entry and recordkeeping.

### **Primary Responsibilities**

The *Pro Bono* Program Paralegal will support and report to the *Pro Bono* Coordinator. Responsibilities will include (but are not limited to) the following tasks:

- Responding to inquiries from new potential volunteers and scheduling a follow up call for the *Pro Bono* Coordinator to discuss the volunteer's interests;
- Sending out alerts drafted by the *Pro Bono* Coordinator to attorneys regarding new case law, resources, practice advisories etc.
- Drafting and sending out referral emails with links to relevant training documents and other materials when new matters are assigned to new attorneys;
- Sending regular emails to attorneys asking them to report their hours and the value of their *pro bono* work. Updating this information on a Google Sheet spreadsheet so that the information is available for audits and other reports;
- Entering attorney and client data into several online databases (LawLogix, Better Impact, ASAP/Nexus) and creating reports based on those databases;
- Updating existing *pro bono* training materials with new substantive updates from government agencies and other legal services organizations;
- Contacting clients by phone to inform them of their *pro bono* assignment;
- Updating other HIAS PA staff by email when clients connected to their programs are being served by *pro bono* attorneys;
- Providing other general administrative support to the *pro bono* efforts of the agency where appropriate;
- Additional assignments as required by the funder and/or the needs of the program.

### **Qualifications**

*Pro Bono* Paralegal candidates should be passionate about HIAS PA's mission and roots and have a demonstrated ability to work with diverse collaborators and stakeholders. The following skills are required or preferred as indicated:

- A college degree or equivalent experience (*required*)

- Ability to enter and organize data in Microsoft EXCEL and Google Sheets (*required*)
- Ability to create and manipulate documents in Adobe Acrobat (*required*)
- Comfort with simple online reporting systems/databases used to store client information (*required*) ( our systems are similar to Salesforce or other CRMs)
- Excellent verbal and written communications skills in English (*required*)
- Experience working at a legal services agency (*preferred*)
- Oral and written proficiency in a language other than English (*preferred*)

The following additional characteristics will be strongly considered in assessing candidates:

- Organizational and time management skills;
- Ability to work independently/collaboratively in a team and work with diverse professionals and human service workers;
- Passion for working in a diverse community;
- Sensitivity to working with diverse populations.

### **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 a nonexempt 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.