



Staff Attorney (Bilingual Spanish)

Job Title: Staff Attorney (Bilingual Spanish)
Program: Immigrant Survivors of Domestic Violence and Sexual Assault Program
Supervisor: Program Managing Attorney
Status: Full-Time, Exempt (35 hours a week)
Location: Philadelphia, PA (Hybrid)
Salary: \$58,000-67,000 (commensurate with experience)

HIAS Pennsylvania's 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.

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 relief. HIAS Pennsylvania prioritizes providing services to vulnerable populations including survivors of interpersonal violence and unaccompanied youth.

Immigrant Survivors of Domestic Violence and Sexual Assault Program: HIAS Pennsylvania's Immigrant Survivors of Domestic Violence and Sexual Assault Program is a statewide leader in providing legal services to immigrant survivors. This work includes assisting survivors in VAWA Self-Petitions, U and T visas, and immigration matters, training and coordinating with staff of local social services agencies, educating and conducting outreach to community members, and advocating with various stakeholders, including law enforcement agencies throughout Eastern Pennsylvania.

Position Description: HIAS PA is seeking a bilingual staff attorney to join the team to provide representation to survivors of domestic violence and sexual assault in their immigration matters. The ideal candidate will have experience working with immigrant survivors of interpersonal violence preferably through a law school clinical program or public interest law organizations.

Primary Responsibilities:

- **Direct Legal Services:** Provide representation to clients in immigration matters with a special focus on domestic and sexual violence-based applications for relief including VAWA, U Visa, and others. Represent individuals before the Department of Homeland Security and the Executive Office for Immigration Review.
- **Training and coordinating with staff of social service providers:** Train the social service agency staff to identify potential clients. Develop and implement screening and referral protocols for newly identified service providers, while maintaining protocols with existing partners.

- **Education and Outreach to Stakeholders:** Identify and educate regional stakeholders, including social and legal services providers, law enforcement agencies, and others working with immigrant survivors of interpersonal violence regarding their legal rights. Collaborate with stakeholders in encouraging the development of appropriate policies for immigrant survivors of interpersonal and sexual abuse. Conduct outreach in immigrant communities to provide information on immigration relief for immigrant victims of domestic violence and other forms of interpersonal violence.
- **Administrative:** Maintain records for the Immigrant Survivors of Domestic Violence and Sexual Assault Program to facilitate reporting to grantors. Meet deliverables under various funding streams and coordinate with grant partners. As part of the legal staff, the staff attorney will also be responsible for training and supervising law students and volunteers when applicable.

Qualifications:

- JD degree with 1 to 3 years of experience working with immigrant populations.
- Bi-lingual Spanish-English speaker required.
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office applications, Google Workspace, and database management required.
- Excellent organizational and time management skills.
- Ability to work successfully in a cross-collaborative and diverse team-based organization.
- Ability to pay close attention to detail.
- High degree of skill in preparing detailed reports for funders.
- Ability to work with diverse populations and with sensitivity to the needs of trauma survivors.
- Applicant must be able to drive and possess a valid U.S. driver's license.

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

Why Join the HIAS PA Team?

- **Competitive salary commensurate with experience**
- **Exempt position with a 35-hour workweek**
- **Employment package includes company-paid comprehensive health insurance coverage.**
- **403(b) Retirement account with employer contribution**
- **Generous Time Off including Vacation, PTO, & Paid Holidays**
- **Company-paid life insurance, short-term and long-term disability insurance**

How to Apply: HIAS Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, sexual orientation, age, marital, veteran or disability status, political affiliation, or beliefs. We believe that diversity enriches our organization and helps us to fulfill our mission. All qualified applicants, including those who represent minority and marginalized groups, are strongly encouraged to apply.

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