



JOB DESCRIPTION

JOB TITLE: Paralegal, Western Pennsylvania
STATUS: Non-Exempt
SUPERVISED BY: Supervising Attorney

ORGANIZATION DESCRIPTION: We are a 501(c)(3) legal services organization, whose mission is to support low-wage workers as they pursue economic and social justice. We advance our mission through the provision of legal services, education, and advocacy. We have offices in Pittsburgh and Philadelphia and provide legal services throughout Pennsylvania.

JOB SUMMARY: The person in this position will be responsible for conducting intakes and investigating client issues, undertaking research, drafting documents, compiling immigration applications, and/or acting as an advocate as permitted by law, all under the supervision of a licensed attorney. He or she will also provide community education services to low-wage immigrant and migrant workers across eastern Pennsylvania. This job will be based out of Pittsburgh, although we will consider candidates based in other parts of the state (Erie). The position will involve significant travel.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Minimum High School diploma or equivalent;
- Previous experience providing immigration-related legal services preferred;
- Excellent spoken and written Spanish and English language skills are required, other language skills are helpful and welcomed;
- Good interpersonal skills and ability to work well with a wide range of people;
- Excellent organization and time management skills;
- Self-motivated, and able to work both collaboratively and independently;
- Previous experience with farmworker and/or immigrant and migrant communities preferred;
- Ability to work appropriately with clients who have experienced trauma;
- Must have a valid driver's license and a car for work-related travel.

ESSENTIAL JOB FUNCTIONS:

- Interview clients;
- As permitted by law where no license is required, provide assistance on behalf of clients in appropriate areas of expertise, including advice and informal advocacy;
- In substantive areas where a license is required and as directed or reviewed by a supervising or other licensed attorney, relay advice or other assistance to clients or facilitate the referral of clients to other legal services programs or other resources, including acting as liaison;
- Prepare legal documents, including immigration forms, and other correspondence as needed;

Justice at Work: Formerly known as Friends of Farmworkers | justiceatworklegalaid.org

990 Spring Garden St., Ste. 300 | Philadelphia, PA 19123 | (215) 733-0878
6101 Penn St. | Pittsburgh, PA 15206 | (412) 208-6772

- Demonstrate knowledge of the law and the immigration legal system;
- Attend training in relevant substantive and procedural law areas;
- Comply with all applicable regulations, policies and grant requirements;
- Develop and maintain good relationships with the client community, state and local bar and other community groups;
- Ensure that all applicable client files, data and reports are accurate, complete, and timely;
- Accurately track all time and data as required;
- Demonstrate dependability through good attendance, adherence to timelines and schedules, and regular communication with supervisor;
- Embrace and support our overall mission, standards, policies and procedures, and confidentiality guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills in both Spanish and English;
- Strong interpersonal skills: able to work well with a wide range of people, including members of migrant or immigrant communities;
- Strong organizational and time management skills;
- Demonstrated dependability and adherence to timelines and schedules;
- Excellent analytical and problem-solving skills;
- Demonstrated resourcefulness and ability to take initiative in development and completion of projects;
- Extremely efficient, organized, and able to follow through on long-term tasks until completed;
- Intermediate to advanced knowledge of calendaring, word processing and database applications.

PHYSICAL REQUIREMENTS:

This work requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
- Lifting (up to 25 pounds of files, supplies or minor office equipment).
- Requires substantial time spent typing.
- Requires driving for significant periods of time across Pennsylvania.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

Applicants should send a cover letter, resume, and writing sample to Tshay Williams at twilliams@justiceatworklegalaid.org

Justice at Work is an Equal Opportunity Employer. Diverse candidates are strongly encouraged to apply.