



JOB DESCRIPTION

JOB TITLE: Staff Attorney – Employment Law
LOCATION: Pittsburgh
STATUS: Exempt
SUPERVISED BY: Pittsburgh 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. We focus the majority of our work on immigrant and migrant communities from Mexico and Central & South America.

JOB SUMMARY: The new Employment Staff Attorney will be responsible for providing legal assistance, community education and advocacy on behalf of eligible clients of the program, with a focus on handling cases involving wage theft. All Staff Attorneys are also expected to be a part of the organization's efforts to partner with the Pennsylvania Legal Aid Network and other legal and social service providers.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Juris Doctorate Degree;
- Pennsylvania Bar membership or Bar membership in another state and willingness to join the PA Bar if hired;
- **Excellent Spanish language skills are strongly preferred, other language skills are helpful and welcomed;**
- Knowledge of employment, consumer and/or landlord/tenant laws;
- Good interpersonal skills: ability to work well with a wide range of people;
- Excellent organizational and time management skills;
- Self-motivated, and able to work both collaboratively and independently;
- Previous experience with farmworker and/or immigrant and migrant communities strongly preferred;
- Ability to work appropriately with people who have experienced trauma;
- Must be willing to make frequent day trips around Pennsylvania;
- Must have a valid driver's license and willingness to drive;
- Flexibility and sense of humor.

ESSENTIAL JOB FUNCTIONS:

- Provide high quality direct legal assistance to clients;
- Maintain a caseload commensurate with abilities and caseload difficulty;

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- Comply with all applicable regulations, policies and grant requirements;
- Maintain the highest ethical standards as a member of the Pennsylvania Bar and regularly seek out information relating to changes to the relevant areas of law;
- Develop and maintain good relationships with the client community, state and local bar groups 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 organizational and time management skills;
- Excellent legal research, analytical and problem-solving skills;
- Demonstrated resourcefulness and ability to take initiative in development and completion of projects.

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.

SALARY

Salary is commensurate with qualifications. Employment at Justice at Work includes excellent benefits including medical, dental, vision, life insurance/AD&D, long-term disability, retirement plan, sick, vacation and personal time.

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

We are an Equal Opportunity Employer. Diverse candidates are strongly encouraged to apply.

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.