

JOB DESCRIPTION

JOB TITLE: Supervising Attorney – Immigration Law
LOCATION: Philadelphia or Pittsburgh (hybrid; partial remote)
STATUS: Exempt
SUPERVISED BY: Chief Legal Officer

Job Summary: The Supervising Attorney – Immigration Law is responsible for ensuring high-quality legal assistance on behalf of eligible clients of the program, primarily by supervising the organization's immigration legal work. The Supervising Attorney will collaborate with the leadership team to uphold compliance standards that guide the organization's operations and will play a leadership role in the organization's partnerships in the statewide legal services community.

About Justice at Work PA: Justice at Work is a nonprofit legal aid provider with a mission to support workers in Pennsylvania's low-wage industries as they pursue economic and social justice. We employ a client-centered model of service to address clients' challenges based on their unique circumstances, with a focus on their goals. We have offices in Pittsburgh and Philadelphia and provide legal services throughout Pennsylvania. Our team is multi-lingual, and many of our clients are low-wage, Spanish-speaking workers living in small cities, towns, and agricultural communities across the state.

Required Qualifications

- At least four years of experience practicing immigration law as an attorney
- Experience providing trauma-informed, client-centered representation
- Strong interpersonal skills: able to work well with a wide range of people with different lived and professional education, experience, and ability, including members of migrant or immigrant communities, community partners, and funders
- Ability to see and address all parts of a conflict and come to a solution, independently and as part of a team
- A commitment to developing strong mentoring skills rooted in collaboration
- Excellent legal research, analytical and problem-solving skills
- Demonstrated commitment to public interest law
- Experience managing a team, including the supervision of attorneys, paralegals, and/or legal interns (strongly preferred)
- Spanish language fluency (preferred)

Responsibilities

1. Oversee immigration work across the organization.
 - a. Substantively support the immigration team, including attorneys and U.S. Department of Justice Accredited Representatives
 - i. Provide meaningful thought partnership and feedback to the team on issues impacting clients, collaborating with the team to strengthen practice skills
 - ii. Act as attorney of record on immigration work performed by non-attorney staff, as needed
 - iii. Ensure the team maintains compliance in timekeeping, client files, data, reports, and all other applicable regulations, policies, and grant requirements
 - b. Maintain subject matter expertise of immigration law and practice issues affecting immigrant workers, including, but not limited to: T visas; U visas; adjustments of status; and temporary work visa programs
 - c. Lead immigration case strategy and evaluation, resource development, and professional development, in collaboration with other program staff
 - d. Practice, model, and support client-centered representation
 - e. Provide and receive regular feedback
2. Develop external partnerships in support of direct services.
 - a. Provide technical assistance to external partners
 - b. Identify and participate in opportunities for community member and provider outreach and education
 - c. Identify opportunities for collaboration with partner organizations
3. Collaborate with the leadership team in ensuring administrative best practices.
 - a. Track trends within JaW's immigration practice area, with an eye towards continuous improvement
 - b. Support fundraising efforts
 - c. Support recruitment and onboarding of new staff
4. Engage in additional collaborative work as needed to support the organization's mission.

Salary & Benefits: This position offers a competitive salary, commensurate with qualifications and experience. Justice at Work offers generous benefits, including:

- Medical, dental, and vision insurance
- Life insurance and short and long-term disability coverage
- Retirement plan with employer contribution
- Generous holiday, sick, vacation, and personal paid leave, including paid holiday leave for one week at the end of each calendar year
- Up to \$7,500 per year in student loan repayment assistance

While Justice at Work is deeply committed to program sustainability, employment is dependent on the continued availability of funding.

Application Process: Applications will be accepted until the position is filled. Applicants should email a resume, cover letter, and three (3) professional references to the attention of the Hiring Manager at jobs@justiceatworklegalaid.org. All offers of employment are subject to and contingent upon satisfactory completion of background checks as determined by JaW.

Nondiscrimination: JaW is committed to fostering equal opportunities for all, in compliance with all applicable laws.

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.