JUSTICE at WORK PA

Formerly known as Friends of Farmworkers

JOB DESCRIPTION

JOB TITLE:	Community Engagement Attorney
LOCATION:	Philadelphia or Pittsburgh, PA (hybrid remote eligible)
STATUS:	Full-Time (37.5 hours per week); Exempt
SUPERVISED BY:	Supervising Attorney- Intake and Community Education

About Justice at Work PA: Justice at Work PA (JAW-PA) is a nonprofit legal aid provider based in Pennsylvania and a partner in the Pennsylvania Legal Aid Network. Our mission is to support workers in low-wage industries as they pursue economic and social justice. We employ a client-centered model of service: we seek to address clients' challenges based on their unique circumstances, with a focus on their goals; we recognize that justice is a process; we believe that our clients' experiences as we guide them through the legal process are as important as their ultimate legal outcomes. 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.

About the Position: The Community Engagement Attorney (CE Attorney) will support JaW's mission by taking a leadership role in managing our outreach and community education initiatives throughout Pennsylvania, allowing JaW to maximize our impact and engagement with the communities we serve. The CE Attorney will (1) support all staff and volunteers engaged in community education and outreach, (2) coordinate outreach activities and trainings among client-facing JaW staff, and (3) build and maintain strong relationships with individuals, community groups, service providers, churches, consulates, and other stakeholders throughout Pennsylvania utilizing both in-person meetings and virtual outreach efforts.

The outreach and community education component of JaW's service model includes:

- Cultivating and nurturing partnerships with community groups throughout Pennsylvania to identify and meet the needs of the worker communities they serve
- Thinking creatively about how best to reach workers, particularly in Pennsylvania's rural areas, to ensure access to legal information, resources, and services throughout the Commonwealth
- Traveling throughout Pennsylvania to provide information on workers' legal rights and topics relevant to Pennsylvania's low-wage workers, directly to the workers themselves
- Educating service providers about legal issues faced by JaW's client communities, and equipping them with information and resources regarding how low-wage workers can access essential legal services

The Community Engagement Attorney will partner with all members of the JaW team, taking a leading role to ensure that JaW's outreach efforts further the mission of the agency and advance the goals outlined in our strategic plan.

Given the unique nature of JaW's work, JaW will provide robust onboarding, training, and ongoing support to the selected candidate to ensure success in the role.

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Core Responsibilities

- Program Administration
  - Ensure that all of JaW's outreach and community engagement activities are integrated across practice areas and advance the overall mission of the organization.
  - Work with program leadership to design and evaluate outreach strategies that expand access to legal services, including through planning and executing legal clinics throughout Pennsylvania.
  - Develop and deliver appropriate workshops, trainings, and presentations on topics connected to Pennsylvania workers' rights.
  - Develop and maintain educational resources tailored to community and partner needs.
  - Identify emerging workplace legal issues and collaborate with the program team to develop a strategy to address those needs.
  - Track outreach metrics, prepare reports for funders, and contribute to grant proposals.
  - Support cross-team initiatives addressing intersecting legal issues.
- Direct Representation
  - Serve as the primary attorney for intakes conducted in a clinic setting or through other community events.
  - Conduct telephonic, virtual, and in-person intake interviews on a regular basis.
  - Provide high-quality legal advice, brief services, and limited representation to eligible clients.
- Partnership Development
  - Build and maintain strong relationships with client communities, partners serving JaW's client community, and potential funders.
  - Represent JaW at community events, meetings with service providers, conferences, and other community engagements.
  - Recruit, train, and oversee the work of law student interns; collaborate staff planning and executing outreach events.
  - Coordinate staffing for outreach events.

Required Qualifications

- Fluency in written and spoken Spanish and English
- Pennsylvania Bar membership or ability to obtain Pennsylvania law license immediately upon hiring
- Proficiency in the following legal practice skills: written and verbal communication; legal research and analytical problem-solving; organization and time management; relationship management
- High level of confidence and skill in public speaking
- Ability and willingness to adjust work schedule to meet community needs, including weekend and evening work
- Ability to work independently and collaboratively in a team-based legal services environment
- Commitment to recognizing and promoting the dignity of all people
- Ability to comply with all applicable regulations, policies, and grant requirements, and to ensure that all who engage in outreach and education activities on behalf of JaW do the same
- Valid driver's license and the ability to travel independently for off-site meetings, training

programs, and community education, in a rental car as needed

Preferred Qualifications

- Experience working with low-income communities
- Experience working with individuals who have experienced trauma
- Legal practice experience in areas impacting low-wage worker communities, including Pennsylvania employment law and immigration law

Salary & Benefits: The starting salary for this position will be commensurate with qualifications and experience. JAW-PA 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.

Classification: JAW-PA recognizes a staff bargaining unit, Justice at Work Staff Union, affiliated with the NewsGuild of Greater Philadelphia, Local 38010 Communication Workers of America. This position is included in the bargaining unit and employment terms are subject to the terms of the collective bargaining agreement.

Application Process: Applications will be reviewed on a rolling basis and accepted until the position is filled. Applicants should email a resume, cover letter, and two (2) professional references to the attention of the Hiring Manager at jobs@justiceatworklegalaid.org. When submitting application materials, please indicate any accommodation needed for participation in the hiring process. All offers of employment are subject to and contingent upon satisfactory completion of background checks as determined by JAW-PA.

Nondiscrimination: JAW-PA 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.