



HIAS Pennsylvania
2100 Arch St., Phila., PA 19103, www.hiaspa.org
Phone (215) 832-0900, Fax (215) 832-0919
Bilingual Paralegal
Haverford House Fellowship 2017-2018

Overview

HIAS Pennsylvania's Mission: Driven by the Jewish value of welcoming the stranger, HIAS (the Hebrew Immigrant Aid Society) PA provides legal, resettlement and supportive services to immigrants and refugees from all backgrounds in order to assure their fair treatment and full integration into American society.

HIAS Pennsylvania is recognized by the Executive Office of Immigration Review (EOIR) of the Department of Justice as a voluntary agency permitted to host immigration specialists known as accredited representatives who can provide immigration legal services. We seek a bilingual paralegal who can support our team of attorneys and accredited representatives.

JOB DESCRIPTION

Job Title: Bilingual Paralegal
Program: Legal Services
Supervisor: Director of Legal Services, Philippe Weisz
Contact: pweisz@hiaspa.org
Hours: Four days per week over approximately 50 weeks

Summary of Responsibilities

- Assist office in communicating with clients regarding case status related information
- Update case management database for work completed on individual cases
- Provide administrative assistance to staff including, but not limited to, copying and preparing legal filings
- Provide translation and interpretation support where necessary

Qualifications:

- Bachelor's degree
- Fluency in Spanish
- Experience with immigration legal services, or in the alternative, demonstrated commitment to working with immigrant and/or refugee populations preferred
- Excellent verbal and written communications skill
- Proficiency in Microsoft Office applications, database management and internet
- Ability to build a website

- Excellent organizational and time management skills
- Ability to work in a team and work with diverse professionals and literacy providers.
- Ability to pay close attention to detail.
- High degree of skill in doing detailed reporting
- Ability to work with diverse populations

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against any on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.