



Organization Overview: Justice at Work (JAW) supports low-wage workers as they pursue economic and social justice. We at JAW advance our mission by providing free legal representation on employment-related issues to eligible workers. We also provide community education on legal rights for migrant and immigrant workers throughout the Commonwealth of Pennsylvania. We serve many foreign workers who work in Pennsylvania on seasonal temporary “guestworker” visas. We also provide legal assistance to income eligible worker organizations. We have offices in Philadelphia and Pittsburgh.

Position: Paralegal, Philadelphia Office

Responsibilities: The Fellow will provide support on legal cases as well as on outreach and community education. JAW’s legal cases include both employment-related civil cases (relating to issues such as wage theft, employment discrimination, sexual harassment, workplace health and safety, and labor trafficking) and employment-related immigration cases (where workers are eligible for immigration relief based on workplace crimes). The Fellow will assist with conducting intake, interviewing clients, research, and drafting documents. The Fellow will also conduct outreach to client communities throughout Pennsylvania and assist with know-your-rights presentations to those communities.

Qualifications:

- 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;
- Ability to work appropriately with clients who have experienced trauma;
- Must have a valid driver’s license and be willing to travel;
- Must be willing to work occasional nights and weekends;
- Previous experience with, or interest in serving, farmworker and/or immigrant and migrant communities preferred;

Training: The Fellow will receive training at the outset of the fellowship, and throughout the fellowship year.

The Fellow will report to: Liz Maria Chacko,
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