

Thrive International Programs, Inc.

Immigration Attorney

Organization

Founded in 2014, Thrive International Programs, Inc.'s mission is to promote diversity, equity, and belonging for people from international cultures in our region through immigration legal assistance, increased language proficiency and cultural competence, and mutually beneficial community connections. Please visit www.thriveip.org for more information.

Position

Thrive's immigration legal program seeks to assist low-income and vulnerable community members across north-central and northeastern Pennsylvania. We are seeking a passionate and mission-driven Immigration Attorney with 2–10 years of experience to join our legal services team. The Immigration Attorney will provide high-quality, trauma-informed representation to clients in a variety of immigration matters, including asylum, family-based immigration, humanitarian relief, removal defense, and related proceedings before USCIS, EOIR, and federal courts where appropriate. This position reports to the Immigration Program Director.

Responsibilities

The following is a representation of typical responsibilities and is subject to change:

- Provide direct representation in affirmative and defensive immigration matters;
- Conduct client consultations, case assessments, and ongoing communication;
- Prepare and file applications, motions, briefs, and supporting documentation;
- Represent clients in hearings and interviews before EOIR and USCIS;
- Collaborate with accredited representatives, social service staff, and pro bono partners;
- Interact with clients through a trauma-informed approach and treat clients, co-workers, and community partners with dignity and compassion;
- Maintain organized case files and meet internal and external deadlines;
- Participate in community outreach, legal clinics, and educational events;
- Stay up to date on immigration law changes and best practices; and
- Complete other duties as assigned.

Qualifications

The Immigration Attorney will be thoroughly committed to Thrive International Programs, Inc.'s mission. Concrete, demonstrable experience and other qualifications include:

Necessary Qualifications:

- Active bar admission to practice law in the United States (Applicant may be considered for the position if in the process of seeking admission);
- Ability to work effectively with people from diverse language and cultural backgrounds, to demonstrate cross-cultural sensitivity, and to use a trauma-informed approaches;
- Ability to communicate clearly and professionally in written and spoken English;
- Ability to be attentive to detail and confident to speak up when needed, especially to represent clients in USCIS interviews and/or in court;
- Ability to work both independently and collaboratively and to be flexible to meeting changing needs and situations;
- Strong organization, time management, and stress management skills;

- Ability to use technology for client services and peer collaboration;
- Licensed to drive and ability to occasionally travel out of town for long days;
- Commitment to servant leadership and quality programs.

Preferred Qualifications:

- 2–10 years of relevant immigration law experience;
- Experience with detained representation or federal litigation;
- High intermediate (or greater) proficiency in Spanish, Haitian Creole, Arabic, or Dari;
- 3 months or more experience extensively interacting in another language and/or culture;
- Prior work in a nonprofit or community-based environment.

Work Environment and Schedule

The following is typical, but subject to change:

- Work is mostly in-person at Thrive’s office in Williamsport with occasional remote work opportunities with supervisor pre-approval and some travel occasional for outreach appointments in Allentown, PA as well as travel to other locations like Philadelphia, PA and Newark, NJ.
- Work occasionally includes participating in Thrive’s non-legal community outreach in order to build relations with community members.
- Workspace includes a shared office and space at various community outreach locations.
- Work frequently involves time constraints and deadlines.
- This position includes access to legal technical assistance and resources along with paid training opportunities, professional liability insurance/malpractice insurance, and payment of AILA non-profit membership dues for eligible staff.

Work Environment and Schedule

Please send a cover letter, résumé, writing sample, and three professional references to:

jody@thriveip.org. Include “Immigration Attorney Application – [Your Last Name]” in the subject line.

Applications will be reviewed on a rolling basis until the position is filled.