



JOB ANNOUNCEMENT – AUGUST 2026

Staff Attorney – Northwest Pennsylvania

Full-Time · Remote/Hybrid · Northwest Pennsylvania · Immediate Start

About This Opportunity

The Pennsylvania Health Law Project (PHLP) seeks a full-time attorney to lead our Northwest IOLTA Zone project, which focuses on helping people living in Northwestern Pennsylvania stay connected to Medicaid coverage when work requirements and other changes start in January 2027. This is an immediate-hire position for a mission-driven attorney who wants to make a direct difference in the lives of low-income Pennsylvanians. This grant-funded position will be for multiple years.

Working across ten counties in Northwestern Pennsylvania, the attorney will handle a caseload and will be responsible for providing legal advice, individual advocacy, and/or representation to address clients' legal problems. The attorney will also provide community outreach and education to local communities to help people understand the new Medicaid work requirements and exemptions and other changes ahead. The attorney will also build relationships with client groups and organizations serving people with Medicaid in Northwestern Pennsylvania.

This position requires regular, physical presence in Northwestern Pennsylvania and travel throughout the region. If the candidate lives in NW PA or is willing to relocate, the position will be fully remote with a potential for limited travel outside the region. Candidates based in or around Pittsburgh, PA will also be considered with the option for hybrid work and frequent travel to the Northwestern PA region.

Our Mission and Vision

PHLP works to safeguard and advance health care rights for individuals from historically underserved and marginalized communities. By providing free legal services and engaging in community education and systemic advocacy, we strive to ensure equitable access to healthcare and empower people to navigate complex health systems and get the care they need.

Our vision is a Pennsylvania where every individual, regardless of their background or circumstances, has equal access to comprehensive healthcare and is fully supported in understanding and exercising their legal rights in healthcare and public benefits systems. Through legal representation, policy advocacy, and community education and empowerment, we work to dismantle barriers to healthcare, challenge inequities in the system, and promote lasting policy changes that create a more equitable and inclusive healthcare landscape for all.

Job Duties & Responsibilities

- Manage a caseload involving access to health insurance coverage and services for clients with limited incomes.
- Advocate on behalf of clients with third parties including County Assistance Office eligibility staff and managed care plans.
- Represent clients in administrative appeals and other litigation, where appropriate.
- Build and sustain relationships with regional partners, providers, and community organizations to expand PHLP's reach in northwest Pennsylvania.
- Engage in community outreach and education, including delivering trainings in-person as well as virtually. Assist with development of materials such as fact sheets and newsletter articles/blog posts.
- Provide supervision and support to paralegals and support staff working on this project, as applicable.
- Work with communications staff to develop social media messaging geared toward NW PA, including content for explainer videos and other visual content.
- Maintain accurate and complete client files and case records that detail the legal work provided and grant compliance requirements.
- Contribute to PHLP's systemic advocacy and policy work, including developing strategies to mitigate harm resulting from major Medicaid changes affecting Pennsylvanians.
- Other duties as assigned.

Please note that reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions.

Qualifications

- J.D. and admission to the Pennsylvania bar (or admission pending / eligibility to waive in). Newly barred attorneys are encouraged to apply.
- Commitment to PHLP's mission and to serving low-income and marginalized communities.
- Experience with Medicaid, public benefits, health law, or legal services serving low-income communities strongly preferred.
- Excellent oral and written communication skills.
- Demonstrated initiative and the ability to self-start and manage a project and caseload.
- Ability to work independently and collaboratively in a small nonprofit environment, including remotely.
- Commitment to culturally competent and empathetic client-centered service.
- Spanish or other relevant second-language fluency a plus (see language bonus below).
- Experience with case management systems (e.g., LegalServer) and proficiency in Office365/Microsoft Office preferred.
- Ties to or familiarity with northwest Pennsylvania communities a plus.

Salary

Attorney salaries start at \$63,654 for newly barred attorneys, with credit for relevant prior experience. PHLP offers bonuses for staff who are fluent in a language relevant to our client population, such as Spanish.

Competitive Benefits Package

PHLP invests in its people. Our benefits are designed to support your health, your financial security, your family, and your long-term career—and to make public interest work sustainable.

Health & insurance

- 100% employer-paid medical and dental insurance for full-time employees. Coverage for spouse and dependent children is available at a minimal cost to the employee.
- A voluntary health-insurance opt-out program for employees who have qualifying alternate coverage.
- Employer-paid life insurance and both short-term and long-term disability coverage.

Retirement

- 403(b) retirement plan with employer matching after the first year.

Paid leave

- Vacation: 15 days per year (accrued monthly), increasing to 21 days per year in the fifth year of employment.
- Sick leave: 12 days per year (accrued monthly)
- Up to three personal days per year (accrued semi-annually)
- 15 paid holidays per year, including Juneteenth, plus half-days on Christmas Eve and New Year's Eve.
- Paid parental leave: 8 weeks of fully paid gender-neutral leave for the birth or adoption of a child is available after one year of service.

Career longevity & development

- Loan Repayment Assistance Program (LRAP): PHLP provides financial support to staff with eligible student loans of up to \$5,250/year for up to 60 months.
- Bar dues, disciplinary board fees, and at least one bar association membership paid by PHLP for attorneys.
- Dedicated professional development funds for staff annually, plus Continuing Legal Education and support for conferences, trainings, and career growth.

Flexibility

- Remote-friendly work with a supportive, collegial culture and a standard 35-hour work week.

Why PHLP

PHLP has been a leading voice for health care access in Pennsylvania for decades. Right now, our work matters more than ever: sweeping federal changes are reshaping Medicaid and threatening coverage for hundreds of thousands of Pennsylvanians. As the attorney leading our Northwest IOLTA Zone project, you'll have real ownership over a region's work, direct client impact, and a seat in a statewide team driving systemic change—all while being supported by an organization that takes your wellness, growth, and financial wellbeing seriously.

To Apply

Please email a cover letter, resume, and brief writing sample to hr@phlp.org. This position is open immediately and will remain open until filled; applications are reviewed on a rolling basis. We encourage interested candidates to apply promptly.

PHLP welcomes people from all backgrounds to apply. We strongly encourage people who have lived experience with Medicaid, other public benefits, and/or poverty to apply. We invite applicants to include in their cover letter a statement about how their unique background and/or experiences may contribute to PHLP's work and help advance our mission.

PHLP is an equal opportunity employer and does not discriminate in the recruitment, selection, or advancement of employees on the basis of race, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within PHLP, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. PHLP hiring decisions are based solely on qualifications, merit, and business needs at the time.

We comply with federal and state disability laws and make reasonable accommodations for applicants and employees with disabilities. To request reasonable accommodation in the job application or interview process, please contact hr@phlp.org.