



FALL 2022
LAW STUDENT INTERNSHIP
SEATTLE, WA - VAWA UNIT
REMOTE

<https://www.nwirp.org/join/jobs-internships/>

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 120 and an annual budget of over \$15 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma, and Wenatchee), but the impact of our work is felt nationwide.

SUMMARY

Northwest Immigrant Rights Project (NWIRP) seeks law student applications for part-time or full-time fall/winter/spring internship positions to join the Violence Against Women Act (VAWA) Unit in Seattle, WA. Interns will be asked to commit at least 15 hours per week for 10-12 weeks. Preference will be given to applicants who are available to work in November and December of 2022. Additional languages spoken are a plus but not required. This internship position will directly assist the VAWA Unit's growing intake process and is a great opportunity to learn more about immigration and working with survivors of abuse. The position is unpaid, but NWIRP will work with applicants to secure outside funding or academic (i.e. externship) credit when possible.

All applications will be considered on a rolling basis until the positions are filled.

The VAWA Unit provides direct services, outreach, and education throughout the state of Washington to immigrant survivors of domestic violence and other crimes. The unit processes the following case types: VAWA self-petitions, U visas, T visas, VAWA applications for adjustment of status, and removal defense for survivors of violence. The legal intern will also work with other staff members on different types of immigration cases as needed.

COMMITMENT TO INCLUSIVITY, EQUITY, AND REPRESENTATION

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical

disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please email HR@nwirp.org for any accommodation requests.

RESPONSIBILITIES

Under attorney supervision, interns will assist with case matters before U.S. immigration agencies, including the Immigration Court, U.S. Citizenship and Immigration Services (USCIS), and the Department of State consulates and embassies. Generally, interns' responsibilities may include the following:

- Identifying legal issues and potential forms of immigration protections;
- Drafting legal briefs and memos in support of applications for relief;
- Preparing applications, motions, and other filings with the immigration court and agencies;
- Drafting client declarations and gathering evidence in support of applications;
- Conducting legal, policy, and country condition research;
- Appearing in immigration court hearings or USCIS interviews*;
- Conducting legal intakes;
- Participating in workshops and other community education and outreach events*; and
- Performing various administrative tasks, such as timekeeping.

* Dependent on coronavirus-related restrictions

PROFESSIONAL REQUIREMENTS

- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- Minimum commitment of 15 hours a week for 10-12 weeks, covering November and December 2022
- Availability to fulfill internship hours within NWIRP's business hours (Monday – Friday, 9:00A – 5:00P Pacific)
- Excellent written and oral communication skills, and ability to present information clearly and concisely
- Commitment to working in a diverse work environment
- Ability to manage multiple tasks and deadlines
- Strong organizational skills and ability to work independently as well as collaboratively
- Substantial proficiency in use of web-based software, MS Word, and MS Excel
- A second language is not required, but fluency in English and one other language is preferred. Spanish is preferred due to our client need, but any additional language(s) is a plus.

Physical demands: While performing the duties of this job, the intern is regularly required to be stationary as well as move throughout the office or external offices; communicate over the phone; and operate keyboard, computer, phone, and other peripherals. Due to office closures, the internship will be remote, and interns therefore can complete tasks off-site.

Emotional demands: While performing the duties of this job, the intern is regularly required to discuss topics including, but not limited to, discrimination, domestic abuse, sexual assault, human trafficking, and violence.

TO APPLY

The internship is open to current law students and LL.M.s. Applicants should have excellent written and oral communication skills, an interest in immigration law, the ability to work in a diverse and fast-paced work environment, and a commitment to advancing and defending the legal rights of low-income immigrants and refugees. **As the internship is remote, applicants are encouraged to apply regardless of their geographical location.**

Interested applicants should [apply online](#) and submit a cover letter, resume, and list of references (2-3). Please address

in the cover letter your interest in NWIRP and the immigrant rights movement and how your lived or work/volunteer experience would make you a good fit for this role. A writing sample may be requested if selected for interview.

All applications will be considered on a rolling basis until the positions are filled.

CONTACT: vawasupervisor@nwirp.org *(Please do not submit application materials to this email.)*