



**New Position Announcement:
Temporary Development Associate
(March 1 through May 31, 2023)
Part-time 20 hrs/week / Pay DOE starting at \$35/hr**

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 130 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.

DEVELOPMENT UNIT

The Development and Communications' department's primary role is to meaningfully engage our community in support of our mission. In addition to raising unrestricted funding from individual donors and businesses, we are responsible for educating supporters about NWIRP's work, and our country's racist and unjust immigration system. We are committed to the continued pursuit of [Community Centric Fundraising](#) practices, which are grounded in equity and social justice.

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 contact HR@nwirp.org.

SUMMARY:

NWIRP seeks an organized, detail-oriented individual with bilingual Spanish/English skills to assist our team with communications and tasks related to our Annual Gala on Thursday, April 20, 2023. Previous event experience is a plus. This is a part-time, non-exempt, temporary position guaranteed through May 31, 2023 with a chance to extend the position through August 31st, 2023. This position will be based out of NWIRP's Seattle office.

The Temporary Development Associate will work closely with the Communications Manager, Development and Events Manager, Development Database Administrator, and other development staff. This position will be responsible for Spanish translations of event-related emails, social media content, and other communications to our community of support, and assisting in several areas of event coordination related to our Annual Gala on April 20, 2023. In addition to translation, this position will help with Gala tasks involving our guest process, volunteer coordination, and data management. This position will also assist with Gala donor acknowledgment, data entry, mailings, and other tasks as needed.

This is an entry-level role where training is available for the right person. Through various assignments, this role will have the opportunity to learn about nonprofit fundraising, marketing, and event planning. **This role is seasonal and will not continue as a permanent, year-round position.**

Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption) and must wear a face mask while in all common areas at the job location. The position will have a hybrid model of work, with an expected two days in the office per week.

REQUIRED SKILLS AND QUALIFICATIONS:

The requirements below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Personal passion for immigrant rights work with a belief in our [mission, vision, and values](#).
- Availability on Thursday, April 20, 2023 from 9am - 11pm.
- Strong written and oral communication skills in Spanish and English.
- Excellent customer service skills/attitude.
- Ability to work independently and in a team environment.
- Knowledge of Microsoft Office products (Word, Excel) as well as Google Drive, Google Docs, and Google Sheets. **Must have spreadsheet experience.**
- Experience using the internet.
- Data entry experience a plus.
- Experience in a cross-cultural workplace environment.
- Excellent time management and organization skills, with attention to detail.
- Ability to be flexible and adapt to a diverse workload.
- Must be at least 21 years old.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen, and paper. Occasional work on night and weekend hours. Travel may be required. Travel reimbursements apply.

RESPONSIBILITIES:

Pre-Event

- Translation of event-related communications (e.g., emails, social media posts, printed materials, etc.).
- Work with Communications Manager on creation and translation of former client stories for event program.
- Collaborate with Donor Relations and Events Coordinator on data entry into our event software and donor database.
- Oversee creation of attendee materials such as nametags.
- Other tasks as assigned

Day-Of Event

- Assist Spanish-speaking attendees with questions.
- Lead volunteer team assisting attendee registration, including pre-swiping of credit cards.
- Assist with data management surrounding mobile giving, the auction, and the “raise the paddle” portion of the event program.
- Other tasks as assigned

Post-Event

- Collaborate with Development Team to ensure all event donations are recorded accurately in donor database software.
- Collaborate with Development Team to ensure all event donors receive timely acknowledgment of their gifts.

Non-Gala Tasks

- Collaborate with Development and Events Manager on planning and execution of Farewell Event for our Executive Director in May 2023.

BENEFITS AND COMPENSATION:

Effective January 1, 2023, the beginning annual salary is \$64,281.53 (\$35.32 per hour) and is higher depending on years of directly relevant experience. For example, if you have 10 years of directly relevant experience the annual compensation would be \$75,314.75 (\$41.38 per hour); 20 years = \$86,032.10 (\$47.27 per hour).

NWIRP’s benefits package for part-time staff includes:

- Fully paid health, vision & dental plans for employee-level coverage with employer-funded HRA and HSA options;
- 3% in employer retirement contributions;
- Paid vacation and health leave (pro-rated for part-time staff);

- Paid holidays with the ability to float 5 holidays (pro-rated for part-time staff);
- Access to a subsidized transit pass or limited parking reimbursement;
- Opportunities for paid training.

REPORTS TO:

Development & Events Manager

TO APPLY:

You will need to upload a single file document including your resume and a list of 2 references (in English), as well as a short (1-2 paragraph) cover letter (in Spanish). <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, briefly describe how your lived or work experience make you a good fit for this role. Full consideration will be given to those who **apply by February 1st, 2023**, but applications will be accepted on a rolling basis until the positions are filled.