

#### **SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a **bilingual full-time Staff Attorney** to work in the Detained Immigrant Advocates (DIA) unit based out of our Tacoma office. English and Spanish fluency is preferred, and additional languages are welcomed. The applicant must be able to start the position as soon as possible.

As a staff attorney, you will offer direct representation, individual consultations, and group presentations to our community members detained at the Northwest ICE Processing Center (NWIPC), located in Tacoma, Washington.

#### **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. With over 180 employees, 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 serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

#### **RESPONSIBILITIES:**

- Provide direct representation to individuals in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security;
- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Conduct presentations, workshops, and intakes, by phone and in person;
- Conduct case analysis to determine eligibility for immigration protections/status under the immigration laws;
- Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system;
- Establish, organize, and maintain files up to date;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking training, and other duties in a timely manner;

- Participate in NWIRP's outreach, community education, and development efforts; and,
- Perform other tasks and responsibilities assigned by supervisory staff depending upon NWIRP's needs.

## SKILLS AND QUALIFICATIONS:

- Law degree;
- Admission to the bar of any state in the U.S.;
- At least 2 years of immigration legal services experience is preferred;
- Demonstrated commitment to immigrant rights and eagerness to support [NWIRP's mission, vision and values](#);
- Excellent writing, communication, interpersonal, and organizational skills;
- Ability to provide trauma-informed and culturally-inclusive legal representation;
- Commitment to creating a welcoming, professional, and inclusive environment for staff and clients, and to working with a diverse community in a challenging environment;
- Fluency in English and Spanish is preferred, and additional languages are welcomed;
- Strong ability to work independently, as well as in a team environment;
- Proficiency in use of web-based software, Microsoft Office applications (including Word and Excel), and web peer-to-peer communication platforms; familiarity with G-suite tools (Google Docs, Google Sheets and Gmail);
- Prior removal defense experience is preferred;
- Prior experience working with survivors of domestic violence or sexual assault is preferred;
- Experience handling a high-volume caseload is preferred;
- Sound judgment and decision-making skills;
- Strong organizational skills;
- Ability to take on a substantive caseload; and
- The applicant must have a valid driver's license as the position involves some travel.

**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.

**Emotional demands:** While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited, to discrimination; child abuse, neglect, abandonment; domestic abuse; violence, and psychological trauma. Occasional work in a detention center environment.

The standard hours of work are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch, but occasional evening and weekend work hours may be required.

At the time of this posting, NWIRP staff is operating in a hybrid model, and some in-office work will be expected of this position (at least two full days per week).

## BENEFITS AND COMPENSATION:

This is an exempt, salaried position, and the minimum annual salary for licensed candidates with no experience is \$84,002.81. Salaries increase for staff attorneys with specific experience. For example, candidates with 2 years of relevant experience will earn \$88,115.04 annually; 5 years of experience, \$94,619.00 annually; and the current maximum salary, based on 40 years of experience, is \$149,245.00 annually.

NWIRP is proud to be a unionized employer, and this full-time position is covered by NWIRP's Collective Bargaining Agreement (CBA). The generous benefits under this agreement currently include:

- Fully paid health, vision and dental plans for employee-level coverage with employer-funded HRA and HSA options;
- FSA and Dependent Care accounts;
- Automatic, employer contribution of 3% to 403(b) retirement plan (without requiring employee contributions);
- Generous paid health-related leave (12 days per year);
- Generous paid vacation (16 days during your first year);
- 14 paid Holidays with the ability to float 5 holidays;
- Employer-paid disability, life, AD&D and long-term care insurance;
- Eligibility to earn compensatory time;
- Opportunities for paid professional development;
- Subsidized transit pass is available for the Tacoma office; and
- Free onsite parking for Tacoma office.

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](mailto:HR@nwirp.org).

#### REPORTS TO:

Supervising Attorney

#### TO APPLY:

Please upload a single-file document on our [Careers Page](#) containing your cover letter, resume, and a list of 3 references.

In your cover letter, please address:

1. How your personal or professional experiences qualify you for this role, and;
2. What challenges you recognize as barriers to providing legal advocacy to immigrant community members.

Apply **by October 24, 2025**. Applications will be evaluated as received and will be accepted until the position is filled.