



STAFF ATTORNEY POSITIONS

Staff Attorney (General) in all four NWIRP offices

Unaccompanied Children Program in Seattle, Tacoma, and Wenatchee, WA

Violence Against Women Act (VAWA) Unit in Seattle, WA

Legal Orientation Program in Tacoma, WA

Full Time, Exempt

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

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks **full time bilingual attorneys** to provide direct representation and community outreach and education to immigrant community members in Washington State. The applicants must be fluent in English and another language (see language preferences specific to each position below), and must be able to start their position as soon as possible.

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. At the time of this posting, NWIRP staff is operating mostly remotely, but some in-office work will be expected of this position. Once current pandemic restrictions are lifted, the positions are anticipated to be eligible for a choice of hybrid or in-person work models. A minimum two-year commitment to the position is preferred.

Staff Attorney (General)

NWIRP is looking for **bilingual staff attorneys** to be placed in NWIRP's Granger, Seattle, Tacoma, and Wenatchee offices. Spanish, Pashto, Dari, Q'anjob'al, Amharic, and Arabic are preferred languages in addition to English, but we will consider other bilingual candidates. Additional languages spoken are a plus. Spanish will be required for placement in NWIRP's Granger and Wenatchee offices.

As a staff attorney, you will provide direct representation, individual consultations, and community outreach and education to immigrant community members seeking immigration protections before U.S. Citizenship and Immigration Services (USCIS) and the immigration courts. The staff attorney may also be assigned work relating to other immigration matters, including cases of people in immigration detention.

This position is expected to travel to immigration courts in Seattle or Tacoma and USCIS offices in Seattle, Spokane or Yakima in Washington State (and occasionally in Portland, Oregon). A valid driver's license will be required in order to meet these expectations. The position may involve evening and weekend work hours.

Unaccompanied Children Program (UCP)

NWIRP is looking for English and **Spanish-speaking staff attorneys** to be placed in NWIRP's Seattle, Tacoma, and Wenatchee offices.

As an attorney in the Unaccompanied Children Program, you will provide direct representation, individual consultations, and community outreach and education to unaccompanied children and youth facing removal (deportation) proceedings. You will also assist children and youth to apply for various forms of immigration protection, including Special Immigrant Juvenile Status (SIJS), asylum, self-petitions under VAWA, U visas, T visas, and adjustment of status before USCIS. Children and youth attorneys also handle Washington State court proceedings related to a child or youth's eligibility for SIJS. The staff attorney may also be assigned work relating to other immigration matters, including cases of people in immigration detention.

This position is expected to travel to the immigration court in Seattle (and occasionally in Tacoma), and state courts in specific counties across WA State. A valid driver's license will be required in order to meet these expectations. The position may involve evening and weekend work hours.

Violence Against Women Act (VAWA) Unit in Seattle, WA

NWIRP is looking for an English and **Spanish-speaking staff attorney** to be placed in NWIRP's Seattle office.

As a staff attorney in the VAWA Unit, you will provide legal assistance to community members through: (1) direct representation (2) individual consultations; and (3) community education. The staff attorney will focus on providing representation on cases involving U and T visa petitions, VAWA self-petitions, adjustment of status applications and other forms of immigration protections before USCIS and immigration court in Seattle. The staff attorney may also be assigned work relating to other immigration matters, including cases of people in immigration detention.

The staff attorney will be expected to occasionally travel to the immigration court in Tacoma as well as the USCIS office in Tukwila. A valid driver's license will be required in order to meet these expectations. The position may involve evening and weekend work hours.

Legal Orientation Program (LOP) in Tacoma, WA

NWIRP is looking for an English and **Spanish-speaking staff attorney** to be placed in NWIRP's Tacoma office.

As a staff attorney in the Legal Orientation Program, you will provide legal services to people detained in the Northwest Detention Center in Tacoma, WA, a regional immigration detention facility where immigration officials detain up to 1,575 community members. Through the LOP, NWIRP staff give detained individuals essential information about court procedures and available options for legal relief prior to their immigration hearing. The LOP consists of four primary components: (1) group orientations; (2) individual sessions; (3) self-help training in the form of pro se workshops; and (4) referral of cases to pro bono attorneys. Information about the LOP can be found at the Department of Justice website (<https://www.justice.gov/eoir/legal-orientation-program>) and the Vera Institute website (<https://www.vera.org/projects/legal-orientation-program>).

The staff attorney will also provide direct representation to detained persons in removal proceedings, including representation at the Tacoma or Seattle immigration courts, the Board of Immigration Appeals and the Ninth Circuit Court of Appeals. Between the LOP and direct representation work, the staff attorney will be managing a high-volume workload with complex legal issues in immigration and criminal law. A valid driver's license will be required to travel to the detention center. The position may involve evening and weekend work hours.

BENEFITS AND COMPENSATION:

Beginning annual salary for licensed attorneys with no prior experience is \$70,509.05 and is higher for attorneys with specific types of experience. For example, for someone with 10 years of qualifying experience the annual salary would be \$91,560; 20 years = \$107,448.39.

NWIRP is proud to be a unionized employer and this full time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- Employer contribution of 3% of salary to 403(b) retirement plan
- Generous paid health-related leave and vacation (16 days during your first year)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with state paid leave
- 14 paid Holidays with the ability to float 5 holidays
- Subsidized transit pass if based out of Seattle
- Employer-paid disability/life/AD&D coverage; Long-term care insurance
- 4 weeks of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time

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.

RESPONSIBILITIES:

All staff attorneys are expected to:

- 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 intakes, by phone and in person, and interview clients to gather or clarify information;
- 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 trainings 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.

Specific to Unaccompanied Children Program (UCP)

- Provide direct representation to persons in state court proceedings, as needed (specific to children and youth work).

Specific to Violence Against Women Act (VAWA) Unit

- Provide support to NWIRP staff on cases dealing with humanitarian protections for survivors of domestic violence, sexual assault, and other crimes.

Specific to Legal Orientation Program (LOP)

- Conduct presentations, workshops and consultations in Spanish and English to persons detained at the immigration detention center in Tacoma, WA (due to COVID, all operations are currently remote);
- Conduct self-help workshops for unrepresented people seeking relief from removal; and
- Communicate regularly with stakeholders from Immigration and Customs Enforcement, the Tacoma Immigration Court, and Geo Group (private contractor for the facility).

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. Working in a detention center environment (especially for LOP).

SKILLS AND QUALIFICATIONS:

- Law degree;
- Admission to practice of law in a U.S. state (but will consider law graduates taking the July 2022 Bar in Washington State); for UCP positions, admission to practice (or ability to waive in) in Washington State would be required).
- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision and values](#);
- Fluent in English **and a second language** (see specific needs above) (additional languages are encouraged);
- Familiarity working with interpreters;
- Demonstrated interest in advocating for youth (previous work experience working with children and youth is preferred, if applying for a UCP position);
- Prior experience working with survivors of domestic violence or sexual assault is preferred, if applying for the VAWA Unit position;
- Commitment to creating a welcoming and professional inclusive environment for staff and clients;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner, including strong problem solving, research, and analytical skills;
- Previous work with remote legal assistance, preferred;
- Ability to provide trauma-informed and culturally inclusive legal representation;
- Special consideration will be given to attorneys with at least two years of prior relevant legal experience;
- Have a strong sense of judgment and decision making;
- Strong organizational skills;
- 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; Familiar with G-suite tools like Google Docs, Google Sheets, and Gmail; and
- The applicant must have a valid driver's license as each position involves some travel.

REPORTS TO:

Supervising Attorney

TO APPLY:

You will need to upload a single file document including your cover letter, resume, and list of 3 references via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, please indicate the position(s) and locations you would like to be considered for, and describe 1) how your lived or work experience make you a good fit for this role; and 2) what are some challenges you are aware of that pose barriers to providing legal advocacy to immigrant client populations. Full consideration will be given to those who **apply by May 12, 2022**, but applications will be accepted on a rolling basis until the positions are filled.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, 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.