



TEMPORARY LEGAL ADVOCATE  
Afghan Community Project in WA  
Full Time, Exempt

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

### 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.

#### Afghan Community Project (ACP):

NWIRP's Afghan Community Project (ACP) provides direct services to individuals and families from Afghanistan who reside in Washington State and are seeking U.S. immigration protections. ACP attorneys and legal advocates provide individual consultations and direct representation to members of the Afghan community through various forms of immigration protection, including applications for asylum, work authorization based on pending asylum or current parole, and Temporary Protected Status, among others.

### SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time bilingual legal advocate** to join a new project serving the Afghan community residing in Washington State temporarily through June 30, 2023 (with a possible contract extension). Applicants **must be fluent in English and another language—either Pashto or Dari**, or with extensive experience serving the Afghan community through interpreters. The applicant must be able to start the position as soon as possible. The role is currently mostly remote due to the pandemic, but may be placed in any of NWIRP's four offices (Granger, Seattle, Tacoma, or Wenatchee).

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.

Under attorney supervision, the legal advocate will work closely with other staff members across

NWIRP's four offices and community partners in Washington State, providing individual consultations and direct representation to members of the Afghan community in Washington State through various forms of immigration protection, including asylum relief.

### **BENEFITS AND COMPENSATION:**

This temporary position is not covered by NWIRP's Collective Bargaining Agreement. The beginning annual salary for candidates with no experience is \$56,214 and is higher for legal advocates with specific types of experience. For example, for someone with 10 years of directly relevant experience, the annual salary would be \$67,677.09; 20 years = \$78,812. NWIRP also offers the following benefits:

- 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; parking access in Granger, Tacoma and Wenatchee
- 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
- Opportunities for paid training

### **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](mailto:HR@nwirp.org).

### **RESPONSIBILITIES:**

- Under attorney supervision:
  - 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;
- Provide consultations and direct representation, submitting affirmative applications with USCIS;
- 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.

**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.

### **SKILLS AND QUALIFICATIONS:**

- 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-Pashto or Dari strongly preferred** (additional languages are a plus);
- Familiarity working with interpreters assisting the Afghan community;
- Past experience working in a legal setting is preferred, but not required;
- 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 applicants 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;
- The applicant must have a valid driver's license as the 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 makes 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 recently resettled community members. Full consideration will be given to those who **apply by August 18, 2022**, but applications will be accepted on a rolling basis until the positions are filled.