



LEGAL ADVOCATE POSITION
Removal Defense Unit in Seattle, WA
Full Time, Non-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.

Removal Defense Unit in Seattle, WA

The Removal Defense Unit focuses on direct representation of immigrants in removal (deportation) proceedings and provides outreach and education throughout the state. Its work involves various forms of relief from removal, including, but not limited to, asylum, cancellation of removal, waivers, humanitarian relief under VAWA and TVPRA, and termination of proceedings. The legal advocate will also work with other staff members on different types of immigration cases as needed.

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a full-time **bilingual legal advocate** to work in our Seattle office. The legal advocate will be placed in the Removal Defense Unit. The applicants must be fluent in English and another language (Spanish is a preferred language in addition to English, but we will consider other bilingual candidates).

Under the supervision of an attorney, the legal advocate will provide community outreach and education, and assist in direct representation to immigrant community members in Washington State. The legal advocate will primarily work on cases involving immigration protections for immigrant survivors of crimes, including domestic violence, and may also be assigned work relating to other immigration matters as needed.

The anticipated hours of work are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch break. 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 be eligible for a hybrid work model, with an expected two days in the office per week (but the candidate may choose to be fully in the office).

This position is expected to begin as soon as possible. A minimum two-year commitment to the position is preferred.

BENEFITS AND COMPENSATION:

The beginning annual salary is \$61,281.53 (\$33.67 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 \$72,314.75 (\$39.730per hour); 20 years = \$83,032.10 (\$45.62 per hour).

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 vacation (16 days during your first year)
- Paid health leave (12 days per 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
- 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 professional development
- Potential relocation bonus, per NWIRP's CBA

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:

Under attorney supervision:

- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Assist in conducting case analysis to determine eligibility for immigration protection/status under the immigration laws;
- Assist in providing consultations and direct representation, preparing and submitting immigration forms and supporting documents to immigration courts, U.S. Citizenship and Immigration Services (USCIS), or other immigration agencies;
- Participate in NWIRP's outreach, community education, and development efforts;
- Provide support to removal defense unit staff attorneys;
- Work directly with community partners to receive referrals and connect clients to appropriate resources;
- 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;
- Maintain document control, tracking and tracing;
- Translate documents;
- Search for and retrieve public and private records such as birth certificates or criminal histories;
- Review and edit documents for accuracy and completeness;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking trainings, and other duties in a timely manner; 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, and neglect, abandonment; domestic abuse; sexual assault; human trafficking; 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 another language (Spanish preferred, but other languages will be considered);
- Commitment to creating a welcoming and professional, inclusive environment for staff and clients;
- Familiarity working with interpreters;
- 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;
- Ability to assist in the provision of trauma-informed and culturally-inclusive legal representation;
- Ability to work independently (with competing deadlines) as well as in a team environment;
- Good judgment and decision-making;
- Strong organizational skills;
- 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;
- Previous immigration law experience and accreditation is preferred; and
- Previous experience with removal defense work is preferred.

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 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 immigrant community members. Full consideration will be given to those who **apply by October 21, 2022**, but applications will be accepted on a rolling basis until the positions are filled.