Legal Advocate
Full-Time, Non-Exempt
Seattle, WA
https://nwirp.org/join/jobs-internships/

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time bilingual Legal Advocate** to work in our Removal Defense Unit as part of our Seattle office. Applicants must be fluent in English and at least one other language, and additional languages are encouraged. The applicant must be able to start the position as soon as possible. A minimum two-year commitment to the position is expected.

Under the supervision of an attorney, the legal advocate will assist in directly representing immigrant community members in Washington State. Legal Advocates focus primarily on cases involving immigration protections for survivors of crimes, such as domestic violence, and asylum seekers. Additionally, the legal advocate may handle other immigration matters as needed and will help manage and coordinate cases from the prescreen waitlist with other NWIRP staff members.

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 200 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.

NWIRP's Removal Defense Unit (RDU) focuses on direct representation of immigrants in removal 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 the TVPRA, and termination of proceedings.

RESPONSIBILITIES:

Legal advocates are expected to:

- 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 protections/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;
    - Assist in providing pro se assistance, community outreach and education, as directed;
- 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;
- Translate documents;
- Perform data entry regarding the services provided to clients, including the preparation of monthly status reports;
- 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:

- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's mission, vision, and values;
- Fluency in English and at least one other language, and additional languages are encouraged;
- Familiarity working with interpreters;
- Commitment to creating a welcoming, professional, and inclusive environment for staff and clients, and to working with a diverse community in a challenging environment;
- 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;
- Have a strong sense of judgment and decision-making;
- Strong organizational skills;
- Previous work with remote legal assistance is encouraged;
- Proficiency in the use of web-based software, Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms; Familiarity with G-suite tools like Google Docs, Google Sheets, and Gmail; 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.

The anticipated 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 a non-exempt, hourly position, and the minimum pay rate for candidates with no experience is $39.54 per hour (approx. $71,960.34 annually). Compensation increases based on years of directly relevant experience. For example, candidates with 10 years of relevant experience will earn $46.33 per hour (approx. $84,311.55 annually), while candidates with 20 years of experience will earn $52.92 per hour (approx. $96,309.15 annually). The maximum pay rate for this position is currently $67.28 per hour (approx $122,465.39 annually), for 40 years of relevant experience.

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 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;
- Generous paid health-related leave (12 days per year);
- Generous paid vacation (15 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;
- Employer-paid disability, life, and AD&D insurance;
- 4 weeks of paid sabbatical after every five years of employment at NWIRP;
- Eligibility to earn compensatory time;
- Opportunities for paid professional development;
- New employees may be eligible for a relocation bonus, per the CBA; and,
- Subsidized transit pass is available for the Seattle office.

NWIRP is an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) program.

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.

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.

Applications will be accepted on a rolling basis until the position is filled.