



Staff Attorney  
Impact Litigation Unit  
Full-Time, Exempt  
Seattle Office

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

## SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time Staff Attorney** to work in the Impact Litigation Unit, based out of our Seattle office. The selected applicant must be available to **start as soon as possible**, and a **minimum one year commitment** is expected.

As an attorney in the Impact Litigation Unit, you will collaborate with a team of attorneys and advocates on federal court litigation, including cases aimed at achieving systemic changes in national immigration laws, policies, and practices. You will provide direct representation to NWIRP clients in various immigration protection matters before the U.S. Citizenship and Immigration Services (USCIS) and the Executive Office for Immigration Review (EOIR). You may also be assigned other immigration-related work. This position may require evening and weekend hours.

## 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 also 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:

All NWIRP 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 presentations, workshops, legal clinics, 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.;
- Demonstrated commitment to immigrant rights and eagerness to support [NWIRP's mission, vision and values](#);
- Fluency in English, required, and another language, preferred;
- Two (2) years of prior experience in federal litigation, preferred;
- Two (2) years prior experience representing persons in removal proceedings, preferred;
- Excellent written and oral communication skills;
- Thorough research and analytical skills, including ability to organize and present information effectively;
- Ability to work on both team and individual bases;
- Sound judgment and decision-making skills;
- Strong 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;
- 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); and,
- 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 anticipated work hours are Monday through Friday, 9am to 5pm, with a 30 to 60-minute unpaid lunch break; however, occasional evening and weekend work may be required.

At the time of this posting, NWIRP staff are operating under a hybrid model, and this position will require at least two full days per week of in-office work.

### **BENEFITS AND COMPENSATION:**

This is an exempt, salaried position. The minimum annual salary for candidates admitted to the Bar with less than one year of relevant experience is currently \$84,002.81. Salaries increase based on experience; for example, candidates with two years of relevant experience earn \$88,115.04 annually; those with ten years earn \$105,812.32 annually; and the 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. 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 (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;
- Employer-paid disability, life, AD&D and 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;
- New employees may be eligible for a relocation bonus, per the CBA; and,
- A subsidized transit pass is available for the Seattle office.

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

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.

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.

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