

01/17/17



BILINGUAL ATTORNEY POSITION
Seattle, WA

SUMMARY

The Northwest Immigrant Rights Project (NWIRP) seeks a bilingual **attorney** (with a preference for a Spanish-speaking attorney) to provide direct representation and other forms of legal assistance in immigration matters. The attorney will provide legal assistance to community members through: (1) direct representation; (2) individual consultations; (3) self-help assistance in the form of community workshops and legal clinics; and (4) community education. The attorney will provide legal representation in various immigration matters, but will focus on assisting individuals facing removal proceedings.

This position will be based at NWIRP's Seattle office.

REPORTS TO

Directing Attorney, Seattle Office.

RESPONSIBILITIES

- Provide direct representation to clients before U.S. Citizenship and Immigration Services (USCIS), Immigration Court, the Board of Immigration Appeals and other federal agencies.
- Conduct intakes and provide pro se and brief service legal assistance to individuals in various immigration matters;
- Conduct community presentations and other outreach activities;
- Work collaboratively with project partners and other community agencies in referring clients to other services;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP's outreach, community education and development efforts;
- Perform other tasks as required and directed by supervisory staff.

01/17/17

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Law degree;
- Admission to the bar of any state in the U.S. (will consider a law graduate planning on taking the next bar examination);
- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision and values](#);
- Excellent written and oral communication skills;
- Commitment to working in a diverse working environment;
- Fluent in English and another language (with preference for Spanish fluency);
- Strong organizational skills and ability to work independently; and
- Proficiency in use of web-based software, MS Word and MS Excel.

Beginning salary is \$ 49,289 or DOE, plus a generous package of health, dental and other benefits. This position is expected to begin in March 2017.

To APPLY

Send cover letter, resume and references to: staffattorneyposition@nwirp.org with the subject "Staff Attorney Application - Seattle". Full consideration will be given to those who apply by February 1, 2017, but applications will be accepted on a rolling basis until position is filled.

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to a diverse and inclusive workplace. It is the policy of Northwest Immigrant Rights Project to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of 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 handicap.

We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community and other traditionally under-represented groups.