

## **SUMMARY**

The Northwest Immigrant Rights Project (NWIRP) seeks a full-time **bilingual legal advocate** to work in our Removal Defense unit. **The applicant must be fluent in English and Spanish.**

The Removal Defense unit provides direct representation, outreach and education throughout the state of Washington to immigrants in removal proceedings. The unit screens individuals in removal proceedings for various forms of relief, including but not limited to, asylum, cancellation of removal, waivers, various forms of 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.

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

## **REPORTS TO**

Directing Attorney

## **RESPONSIBILITIES**

- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Participate in NWIRP's outreach, community education and development efforts;
- Under the supervision of attorneys, prepare immigration forms, applications, and supporting documents;
- Provide support to removal defense unit staff attorneys;
- Establish, organize and maintain files;
- Maintain document control, tracking and tracing; review case files;
- 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 and other requirements; and
- Other tasks as assigned.

## PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Demonstrated commitment to advancing and defending the rights of immigrants and refugees;
- Commitment to working in a diverse working environment;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Strong organizational skills and ability to work independently;
- Fluency in English and Spanish;
- Proficiency in use of web-based software, MS Word and MS Excel;
- Previous immigration law experience preferred; and
- Previous experience with removal defense work preferred.

Beginning salary for candidates with no relevant experience is \$36,559 (\$20.09/hr) and is higher depending on years of directly relevant experience. This position is full time: 35hrs/week, M-F, 9-5, 60 min. lunch. It is part of NWIRP's collective bargaining unit and includes health, vision, dental, retirement contributions, disability/life/AD&D coverage, generous paid leave (vacation, holidays, sick/safe) and other benefits.

## TO APPLY

Send cover letter, resume and references to: [mozhdeh@nwirp.org](mailto:mozhdeh@nwirp.org) with the subject "Bilingual Legal Advocate – Removal Defense Unit—Seattle". Full consideration will be given to those who apply by August 25, 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 diversity. 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 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. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other minority groups.*