

## **SUMMARY**

Northwest Immigrant Rights Project (NWIRP) seeks a part time **bilingual (Spanish) volunteer** to work in our Violence Against Women Act Unit (VAWA) in **Seattle, Washington**.

In this unpaid position, the volunteer will have the opportunity to work directly with clients, learn about the current immigration system, and put their language skills at use in a work setting. We provide training for all our volunteers, and constant support throughout their time with us.

The volunteer will focus on establishing contact with older clients, who clients are yet to go through our intake process, and need assistance in obtaining key records before their intake interview. These documents include police department reports, court documents, and protection orders. The volunteer would also refer clients to DV agencies, mental health services or other resources as needed.

## **REPORTS TO**

VAWA Intake Coordinator

## **TASKS**

- Assist clients to request whatever records necessary in a respectful, culturally aware manner.
- Communicate with the VAWA Intake Coordinator about results or issues with any of the records requests.
- Update client files and Legal Server pages as needed.
- Perform other tasks as required and directed by the Intake Coordinator

## **PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- Strong inter personal skills, especially in reference to cross-cultural understanding, and working with survivors of domestic violence, sexual assault and other violent crimes.
- 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;
- Fluency in Spanish is strongly preferred;
- Strong organizational skills and ability to work independently; and
- Proficiency in use of web-based software, MS Word, MS Excel, and MS PowerPoint.

#### **To APPLY**

Please send statement of interest to: [vawaintake@nwirp.org](mailto:vawaintake@nwirp.org) with the subject “Records Request Volunteer - VAWA”. In your statement include how many hours a week would you be able to volunteer, and for which period of time. Applications will be considered on a rolling basis until position is filled.

We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other historically marginalized groups.