

## SUMMARY

Northwest Immigrant Rights Project (NWIRP) seeks a persistent and detail-focused individual to join the organization as a DOCUMENT PROCESSING VOLUNTEER (Unpaid).

The volunteer will join the NWIRP team in a temporary capacity to assist in the reading, summarizing and scanning of old closed cases. At NWIRP we assist many community members to gain status through the immigration legal process. All clients have unique stories and as part of honoring their experiences NWIRP is scanning the physical case files closed in the last two decades. We call on you to help with the heavy lifting of reading, summarizing, and scanning of these files.

## REPORTS TO

ADMINISTRATIVE DIRECTOR with direct supervision by the ADMINISTRATIVE ASSOCIATE

## RESPONSIBILITIES

- Maintain and manage closed case files through the process of documenting and scanning.
- Perform other tasks as required and directed by supervisory staff.

## PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision and values](#);
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Commitment to working across cultures;
- Ability to manage multiple tasks and to manage deadlines;
- Strong organizational skills and ability to work independently;
- Proficiency in the use of computers, including web-based software;
- Proficiency in another language (preferably Spanish) is a plus.

## TO APPLY

Send cover letter, resume and references to: [documentprocessing@nwirp.org](mailto:documentprocessing@nwirp.org) with your name in the subject field. 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 NWIRP to comply with all applicable federal, state, and local laws prohibiting 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 believe that having a volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other underrepresented and historically marginalized groups.*