

April 2018



**ATTORNEY POSITION**  
**Seattle, WA**

## **SUMMARY**

Northwest Immigrant Rights Project (NWIRP) seeks a full-time **bilingual staff attorney** to work in our Family Services Unit (FSU) in **Seattle, Washington**.

The attorney will provide legal assistance to community members through: direct representation; individual consultations; self-help assistance in the form of community workshops and legal clinics; and community education. The attorney will focus on providing legal representation in various matters, but focusing on 1) defending individuals in removal proceedings, and 2) representing community members seeking immigration status through family visa petitions. The attorney may also be assigned work relating to other immigration matters.

## **REPORTS TO**

Supervising Attorney – Family Services Unit

## **RESPONSIBILITIES**

- Provide direct representation to persons in immigration removal proceedings
- Provide direct representation to persons submitting affirmative applications with U.S. Citizenship and Immigration Services, and to persons undergoing consular processing with the U.S. Department of State
- Conduct presentations, workshops, legal clinics, and individual consultations in English and at least one other language
- Participate in and provide assistance during the FSU's Family Visa Workshops (regularly held once a month)
- Perform administrative tasks related to grant reporting and other requirements
- Provide support to other NWIRP staff on cases
- Participate in NWIRP's outreach, community education, and development efforts
- Perform other tasks as required and directed by supervisory staff

## **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 July 2018 bar examination)
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision and values](#)
- Demonstrated commitment to public interest work and desire to assist indigent clients

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- Strong writing, communication, interpersonal, and organizational skills
- Commitment to working in a diverse working environment
- Strong organizational skills and ability to work independently
- Fluency in Spanish preferred
- Prior immigration law experience strongly preferred
- Experience handling a high-volume caseload in a non-profit setting preferred
- Proficiency in use of web-based software, MS Word, MS Excel, and MS PowerPoint

Salary is dependent on experience. Beginning salary is \$58,232 for someone admitted to practice. NWIRP offers a generous benefits package, including 100% of premiums for excellent health, vision and dental plans; 3% employer retirement contributions; paid vacation and health-related leave; subsidized transit pass; position-related travel reimbursement; bar dues; extensive training.

### APPLICATION INSTRUCTIONS

Send letter of interest, resume, and three references to: [FSUattorney@nwirp.org](mailto:FSUattorney@nwirp.org) with the subject "Attorney Application - FSU". Full consideration will be given to those who apply by May 4, 2018, but applications will be considered on a rolling basis until position is filled.

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity.

We believe that having a Board, Staff, and 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.

It is the policy of NWIRP 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.