

## **SUMMARY OF POSITION**

The Northwest Immigrant Rights Project (NWIRP) seeks a legal advocate to work in its Tacoma office. The applicant must be fluent in English and Spanish. The advocate will work mainly with individuals detained at the Northwest Detention Center, a regional immigration detention facility that houses up to 1575 detainees. The advocate will be part of a team providing direct immigration legal services to those detained at the detention center and will play a key role in gathering data, tracking case progress and creating monthly status reports on detailing services provided to individuals at the Northwest Detention Center. This position will also include assisting in case preparation and evidence gathering for high-volume workloads.

## **LOCATION**

This position is located in the Tacoma office of the Northwest Immigrant Rights Project.

## **RESPONSIBILITIES**

- Support attorneys in the direct representation of clients in removal proceedings;
- Conduct individual case assessments, including meeting with people detained at the Northwest Detention Center;
- Develop and maintain data and information regarding the services provided at the Northwest Detention Center, including the preparation of monthly status reports;
- Perform administrative tasks;
- Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system; and
- Perform other tasks as assigned by supervisory staff.

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

- Strong organizational skills and ability to work independently;
- Excellent written and oral communication skills;
- Commitment to advancing and defending the legal rights of low income immigrants;
- Must be fluent in Spanish and English;
- Commitment to working in a diverse and challenging working environment;
- Strong organizational skills and ability to work independently; and

- Proficiency in use of MS Word, MS Excel and MS Access.

Beginning salary is \$43,036 or DOE, plus benefits.

## TO APPLY

Send cover letter, resume and references to: [tacomaadvocate@nwirp.org](mailto:tacomaadvocate@nwirp.org) with the subject "2018 Tacoma Bilingual Legal Advocate Position - NAME". Position is open until filled. **Full consideration will be given to those who apply by July 8, 2018, 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 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 LGBT community and other minority groups.