



**STAFF ATTORNEY POSITION
DETENTION AND REMOVAL DEFENSE
TACOMA, WA**

SUMMARY OF POSITION:

The Northwest Immigrant Rights Project (NWIRP) seeks a **Spanish-speaking attorney** to work with individuals detained at the Northwest Detention Center, a regional immigration detention facility that houses up to 1575 detainees. The attorney will be providing legal representation and assistance to individuals in removal proceedings.

The attorney will provide legal services under the Legal Orientation Program (“LOP”), which is funded by the Executive Office for Immigration Review and managed by the Vera Institute. Through the LOP, NWIRP staff give detained individuals essential information about court procedures and available options for legal relief prior to their immigration hearing. The LOP consists of four primary components: (1) group orientations; (2) individual sessions; (3) self-help training in the form of pro se workshops; and (4) referral of cases to pro bono attorneys. Information about the LOP can be found at the Department of Justice website (<http://www.justice.gov/eoir/probono/probono.htm>) and the Vera Institute website (<http://www.vera.org/project/legal-orientation-program>).

The attorney will also provide direct representation to detained persons in removal proceedings, including representation at the Tacoma or Seattle Immigration Courts, the Board of Immigration Appeals and the Ninth Circuit court of appeals. Between the LOP and direct representation work, attorneys will be managing a high-volume workload with complex legal issues in immigration and criminal law.

Candidate must be able to start the position by August.

LOCATION:

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

RESPONSIBILITIES:

- Provide direct representation to detained clients in Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security, under funding separate from LOP;
- Conduct daily presentations, workshops and consultations in Spanish and English to persons detained at the immigration detention center in Tacoma, Washington;
- Conduct self-help workshops for unrepresented detainees seeking relief from removal;
- Communicate regularly with stakeholders from Immigration and Customs Enforcement, the Tacoma Immigration Court, and Geo Group (private contractor for the facility);

- Perform administrative tasks related to LOP;
- Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and refugees;
- Engage in outreach and education in the area of immigrant rights; and
- Perform other tasks as assigned by supervisory staff.

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

- Law degree (including 2018 law degrees);
- Admission to the bar of any state in the U.S. (or planning to sit for the July bar exam);
- Demonstrated commitment to immigrant rights;
- Excellent written and oral communication skills;
- Commitment to working in a diverse working environment;
- Fluent in English and Spanish;
- Strong organizational skills and ability to work independently; and
- Proficiency in use of MS Word, MS Access, and MS Excel.

Beginning annual salary is \$58,232 for a licensed attorney with no experience and is higher for attorneys with immigration-related experience. NWIRP offers a generous benefits package, including 100% of premiums for excellent health, vision & dental plans; 3% employer retirement contributions; paid vacation and health-related leave; subsidized transit pass; position-related travel reimbursement; bar dues.

TO APPLY:

Send cover letter, resume and references to: tacomajobs@nwirp.org with the subject "Tacoma Staff Attorney Application June 2018 – YOUR NAME". Position is open until filled. **Full consideration will be given to those who apply by June 24, 2018, but applications will be accepted on a rolling basis until position is filled.**

COMMITMENT TO DIVERSITY:

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.