



**BILINGUAL STAFF ATTORNEY POSITION  
Tacoma, WA**

**SUMMARY**

The Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking **bilingual attorney** to provide direct representation, community outreach and education to community members in the South Sound region, with a focus on those facing deportation proceedings and imminent removal. The staff attorney will be a member of the unit which provides legal services to immigrants in the South Sound area, including the Olympic Peninsula and Southwestern Washington.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; and (3) community education. The attorney will provide representation to immigrants in removal proceedings before the Seattle and Tacoma immigration courts, on appeal to the Board of Immigration Appeals, before the federal courts and also before USCIS. The staff attorney may also be assigned work relating to other immigration matters.

**REPORTS TO**

Senior Staff Attorney

**RESPONSIBILITIES**

- Provide direct representation to clients in immigration court, on appeal to the Board of Immigration Appeals or before the federal courts;
- Provide direct representation to persons submitting affirmative applications with USCIS;
- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English;
- Provide support to NWIRP staff on cases dealing with humanitarian protections for survivors of domestic violence, sexual assault and other crimes;
- Provide direct representation and other forms of legal assistance to individuals in other types of immigration matters;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP's outreach, community education and development efforts;
- Collaborate with community partners to facilitate client intakes and connect clients to services;
- Perform other tasks as required and directed by supervisory staff.

**PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- Law degree;

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- Admission to the bar of any state in the U.S., but will consider an applicant who has taken the bar exam and is awaiting results;
- Demonstrated 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;
- Fluent in English and Spanish;
- Ability to travel by car;
- Strong organizational skills and ability to work independently; and
- Proficiency in use of web-based software, MS Word 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](mailto:tacomajobs@nwirp.org) with the subject "Staff Attorney Application - July 2018 – Tacoma - NAME". **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.