

### **SUMMARY OF POSITION:**

The Northwest Immigrant Rights Project (NWIRP) seeks a **staff attorney** who will work closely with the Legal Director managing NWIRP's federal litigation caseload. The caseload focuses primarily on affirmative litigation in federal district court and work before the Court of Appeals. In addition, the staff attorney will be required to provide direct representation to individuals in removal proceedings and in other focus areas as needed.

NWIRP's federal litigation targets systemic change in priority areas. The attorney will work on tasks as assigned by the legal director in managing the casework, primarily in federal district court and the Court of Appeals. The attorney will be responsible for collaborating on a high-volume of work on several cases in federal court while maintaining an individual caseload before USCIS and EOIR. The attorney must be flexible in juggling litigation responsibilities with their direct representation caseload.

Attorneys with prior relevant legal experience, specifically with regard to complex federal litigation and removal defense are strongly preferred, but all applicants with the qualifications listed below are welcome to apply.

### **LOCATION:**

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

### **RESPONSIBILITIES:**

- Work collaboratively with legal director and litigation unit members on all phases of federal litigation, including but not limited to the following tasks:
  - Investigate and develop factual basis for affirmative litigation,
  - Research and draft legal arguments,
  - Conduct investigation and discovery,
  - Research court rules & procedures,
  - Review and edit documents for accuracy and completeness,
  - Establish, organize and/or maintain case files,
  - Perform administrative tasks related to case management;
- Provide direct representation to individual clients in removal proceedings before EOIR;
- Provide direct representation to individual clients before USCIS in different focus areas;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Provide support to other staff members as needed, both within and outside of the unit;

- Participate in outreach and community education;
- Perform other tasks as required and directed by Legal Director.

### PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

- Demonstrated commitment to advancing and defending immigrant rights;
- Law degree;
- Admission to the bar in Washington state (or, if admitted to the bar in another state, willing to take the Washington state bar exam);
- Excellent written and oral communication skills;
- Strong ability to perform detail-oriented tasks;
- Capacity to manage frequent deadlines;
- Strong organizational skills;
- Ability to work both collaboratively and independently;
- Commitment to working in a diverse and challenging working environment;
- Fluency in English and a second language.

Beginning salary as of January 1, 2019, is \$61,144 or DOE, plus benefits.

### TO APPLY:

Send cover letter, resume and references to: [staffattorneyposition@nwirp.org](mailto:staffattorneyposition@nwirp.org) with the subject "Litigation Staff Attorney Application - NAME". Position is open until filled. **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 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.