

UNDERGRADUATE INTERNSHIP PROGRAM OVERVIEW



LOCATION

1119 Pacific Ave. Suite 1400, Tacoma, WA 98402

DESCRIPTION

The Northwest Immigrant Rights Project's Tacoma office provides legal services to non-detained immigrants in the South Sound region and immigrant detainees at the Northwest Detention Center (NWDC), which holds up to 1575 detainees, 90% of whom are unrepresented. Both the Tacoma office and the NWDC are a 45-minute commute from downtown Seattle.

Interns will work under the supervision of attorneys and advocates at the Tacoma office. The majority of intern projects are completed in the office as our access in the detention center is limited. Intern responsibilities may include the following:

- Translations;
- Online country conditions research;
- Contacting law enforcement agencies for records;
- Creating information packets;
- Logging Detainee Voicemails (must be fluent in Spanish);
- Interpretation for Detainees: in Person
- Clerical Work (filing, data entry, etc.);
- Court Observation (attending hearings and taking notes for NWIRP)
- Assisting with application and declaration transcription

PROFESSIONAL REQUIREMENTS

- Demonstrated commitment to immigrant rights and willingness to support NWIRP's mission, vision and values;
- **Minimum** commitment of ten hours a week for a total of twelve weeks;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Commitment to working in a diverse working environment;
- Ability to manage multiple tasks and to manage deadlines;
- Strong organizational skills and ability to work independently;
- Substantial proficiency in use of web-based software, MS Word and MS Excel;
- **Applicants proficient in a second language, especially Spanish, are preferred**

ACADEMIC CREDIT

This internship/volunteer opportunity is unpaid, but NWIRP will work with applicants to secure academic credit when possible.

APPLY

Please email a resume and brief cover letter to tacomainternship@nwirp.org expressing interest in the position by adding "Tacoma Undergraduate Internship – NAME – MONTH YEAR" in the subject line. Once we receive your email, we will send you a link to a form to better understand your availability. **Please fill out that form to officially be considered for the position.** Applications will be considered on a rolling basis until positions are filled.