



## **BILINGUAL ATTORNEY POSITION**

**Removal Defense Unit**

**Seattle, WA**

**Full time, exempt**

**<https://nwirp.org/jobs>**

### **SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a full-time bilingual staff attorney to work with individuals in removal proceedings in Seattle, Washington.

The attorney will provide direct representation in removal proceedings, including at the Seattle and Tacoma Immigration Courts, the Board of Immigration Appeals, and the Ninth Circuit Court of Appeals. The attorney will be managing a high-volume workload with complex legal issues in immigration and criminal law. The attorney may also be assigned work relating to other immigration matters.

Beginning annual salary is \$62,017 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be \$84,644; 20 years = \$100,355.

NWIRP is proud to be a unionized employer and this full time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including 100% of premiums for excellent health, vision and dental plans; 3% employer retirement contributions; disability/life/AD&D coverage; annual leave of 16 paid vacation days, 13 paid holidays, 12 paid health-related days; subsidized transit pass; 12 weeks of paid parenthood leave after 6 months of employment; partially paid sabbatical after 6 years of employment.

### **COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:**

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), 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. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

## RESPONSIBILITIES:

- Provide direct representation to clients in removal proceedings before the Immigration Court, Board of Immigration Appeals, federal courts of appeal, and/or in custody of the Department of Homeland Security
- Provide direct representation to clients submitting affirmative applications with U.S. Citizenship and Immigration Services, and to persons undergoing consular processing with the U.S. Department of State
- Perform related administrative tasks related to grant reporting and other requirements
- Maintain a working knowledge of significant policies, laws, and trends in immigration law, particularly as it impacts low-income immigrants and refugees and those impacted by the criminal justice system
- Engage in outreach, community education in the area of immigrant rights
- Provide support to other NWIRP staff on cases
- Participate in NWIRP's development efforts
- Perform other tasks as required and directed by supervisory staff

**Physical demands:** While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper. **Emotional demands:** While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited, to discrimination, domestic abuse and violence.

## SKILLS AND QUALIFICATIONS:

- Law degree
- Admission to the bar of any state in the U.S.
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- Excellent writing, communication, interpersonal, and organizational skills
- Commitment to working in a diverse working environment
- Fluency in English and a second language (preferably Spanish but will consider applicants who speak another language)
- Strong ability to work independently
- Prior immigration law and removal experience strongly preferred
- Experience handling a high-volume caseload preferred

## REPORTS TO:

Supervising Attorney – Removal Defense Unit

## TO APPLY:

Send cover letter and resume to: [henry@nwirp.org](mailto:henry@nwirp.org) with the subject "RDU Attorney Application – NAME". Full consideration will be given to those who apply by September 20, 2019, 5:00 p.m., but applications will be considered on a rolling basis until position is filled.

## **ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:**

Founded in 1984, NWIRP is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 130 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 100 and an annual budget of over \$12 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.