



FALL AND WINTER 2020-2021
REMOTE LAW STUDENT INTERNSHIPS
FOCUS ON HUMAN TRAFFICKING
AND WORKING WITH IMMIGRANT SURVIVORS
VIOLENCE AGAINST WOMEN ACT (VAWA) UNIT
SEATTLE, WA
UNPAID

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks law student applications for part-time fall (2020) and winter (2020-2021) internship positions in its Seattle VAWA Unit. **Legal interns will be asked to commit at least 20 hours per week for these virtual internships, with a minimum 10-week commitment.** The internships are unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible. Students will gain valuable exposure to immigration law and experience with direct client representation.

COMMITMENT TO INCLUSIVITY, EQUITY, AND REPRESENTATION:

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity. 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 LGBTQ+ community, and other underrepresented and historically marginalized groups.

Our goal is to have a diverse Board, Staff, and Volunteer base that is reflective of the communities we serve. 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.

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.

RESPONSIBILITIES:

NWIRP's Seattle VAWA Unit provides direct legal representation to immigrant survivors of violence in Western Washington. This internship will primarily focus on working with immigrant survivors of human trafficking, including helping them with the T visa application process. It may also include working on other VAWA-based forms of relief, such as VAWA Self-Petitions and U Visa applications. Responsibilities will include, but are not limited to:

- Assisting VAWA Unit attorneys with legal tasks, as needed;

- Conducting client interviews;
- Regular client communication;
- Preparing declarations and forms;
- Writing legal briefs and memoranda, and researching legal issues related to immigration relief;
- Conducting prescreens and intakes with potential NWIRP clients;
- Providing pro se assistance to NWIRP clients or potential clients under the supervision of attorneys;
- Identifying legal issues and potential forms of relief for NWIRP clients;
- Performing a variety of administrative tasks.

Physical demands: This internship will be conducted remotely, and the intern will likely not have access to the Seattle Office. While performing the duties of this job, the intern may be required to talk and hear; utilize a phone, computer, keyboard, pen and paper. **Emotional demands:** While performing the duties of this job, the intern is regularly required to discuss topics including, but not limited to, discrimination, domestic abuse, sexual assault, human trafficking, and violence.

SKILLS AND QUALIFICATIONS:

- Open to rising 2nd and 3rd year law students.
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- 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;
- Fluent in English and a secondary language strongly preferred;
- Strong organizational skills and ability to work independently; and
- Proficiency in use of web-based software, MS Word and MS Excel
- **As the internship is remote, applicants are encouraged to apply regardless of their geographical location.**

REPORTS TO:

VAWA Directing Attorney (and will also collaborate with other VAWA Staff Attorneys)

TO APPLY:

Interested applicants should apply by sending a cover letter, resume, and references with "Seattle VAWA Fall and Winter Internships - NAME" in the subject line. Please indicate if you are applying for fall 2020 or winter 2020-2021, and indicate what your general 10-week dates of availability would be.

CONTACT: vawainternship@nwirp.org

A first round of consideration will be given to applications received by **September 15, 2020**. However, all applications will be considered on a rolling basis.

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.