



BILINGUAL LEGAL ADVOCATE POSITION

LOP Unit

Tacoma, WA

Full-time, non-exempt

<https://nwirp.org/jobs>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **Spanish-speaking legal advocate** to join the Legal Orientation Program as a full-time legal advocate in Tacoma, WA. The applicant must be fluent in English and Spanish. The legal advocate will work alongside a team of 8, comprised of legal advocates and staff attorneys. The LOP legal advocate works mainly with individuals detained at the Northwest Detention Center, a regional immigration detention facility that houses up to 1,575 community members. The applicant must be able to start the position by January, 2021.

COMPENSATION AND BENEFITS:

NWIRP is proud to be a unionized employer and this full-time position is covered by NWIRP's Collective Bargaining Agreement.

Beginning salary for candidates with no experience is \$45,833 (\$25.18/hr) and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience the annual salary would be \$58,811; 20 years = \$71,277.”]

NWIRP also is proud to offer 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 (depending on location);
- 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 individuals who identify as Black, Indigenous, People of Color (BIPOC), 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:

- Conduct weekly presentations in Spanish and English to persons detained at the immigration detention center in Tacoma, WA (due to COVID, all operations are currently remote).
- Conduct intakes in one-on-one sessions with detained individuals under the supervision of staff attorneys.
- Conduct self-help workshops for unrepresented detained individuals seeking relief from removal.
- Assist in maintenance of the schedule for daily detention center visits, record phone and email messages regarding detained individuals to be seen, and provide other administrative support for the LOP program, including creating information packets, maintaining files, etc.
- Perform data entry regarding the services provided at the Northwest Detention Center, including the preparation of monthly status reports.
- Maintain and adapt ongoing working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system.
- Perform other tasks as assigned 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. This job also requires making several visits each week to a detention center environment.

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

- Excellent written, oral communication, and presentation skills.
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#).
- Must be fluent in Spanish and English.
- Commitment to working with a diverse community and challenging working environment.

- Experience working with competing, strict deadlines and multitasking.
- Strong organizational skills and ability to work independently
- Proficiency in use of MS Word and MS Excel

REPORTS TO

Supervising Attorney, LOP Unit, Tacoma

TO APPLY:

Please submit your a) Resume and b) Cover letter describing how your lived or work experience would make you a good fit for this role to tacomalopjobs@nwirp.org. Please use your [First Name, Last name_ LOP Advocate] in the subject line. Position is open until filled. **Full consideration will be given to those who apply by November 13th 2020, but applications will be accepted on a rolling basis until position is filled.**