

**BILINGUAL STAFF ATTORNEY POSITION**

**TSU Unit**

**Tacoma, WA**

**Full-time, exempt**

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

**SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a bilingual attorney to provide direct representation to survivors of human trafficking, primarily, and to individuals pursuing various forms of immigration relief.

The attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; and (3) community education. The attorney will focus on providing representation on cases involving T and U visa petitions, and other forms of humanitarian immigration relief. The attorney will also provide representation in removal proceedings before the Immigration Court. The staff attorney may also be assigned work relating to other immigration matters.

**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 annual salary is \$64,201 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 \$87,624; 20 years = \$103,889.

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;
- Paid parking
- 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:**

- Provide direct representation to clients before U.S. Citizenship and Immigration Services, Department of State, Immigration Court, Board of Immigration Appeals, other federal agencies, and federal courts.
- Conduct case analysis to determine eligibility for immigration relief, and provide direct legal services to immigrant survivors of human trafficking and other related crimes.
- Maintain a working knowledge of significant policies, laws, and trends in immigration law, particularly as it impacts immigrant survivors of human trafficking.
- Provide support through technical assistance and training to NWIRP staff on cases dealing with humanitarian protections for survivors of human trafficking.
- Actively participate in state and local taskforces and initiatives pertaining to human trafficking.
- Provide direct representation and other forms of legal assistance to individuals in other types of immigration matters.
- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English.
- Perform administrative tasks, such as case tracking and management, as required by supervisory staff.
- Participate in NWIRP's outreach, community education and 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, human trafficking, sexual assault, discrimination, domestic abuse, and psychological trauma.

#### **PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:**

- Law degree.
- Admission to the bar of any state in the U.S.
- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision and values](#).
- Excellent written and oral communication skills.
- Commitment to working in a diverse environment.
- Fluency in English and a second language.
- Prior experience representing immigrant survivors of trafficking before USCIS, the Department of State, and the Immigration Court strongly preferred.
- Prior experience working with survivors of domestic violence or sexual assault preferred.
- Strong organizational skills and ability to work independently.
- Ability to provide trauma-informed and culturally competent legal representation.
- Ability to take on a substantive caseload of trafficking-related cases.
- Proficiency in use of web-based software, MS Word and MS Excel

#### REPORTS TO

TSU Supervising Staff Attorney, Tacoma

#### TO APPLY:

Please submit you're a) Resume and b) Cover letter describing how your lived or work experience would make you a good fit for this role to [TSUtrafficking@nwirp.org](mailto:TSUtrafficking@nwirp.org) Full consideration will be given to those who apply by Nov 4, 2020, but applications will be accepted on a rolling basis until position is filled.