



Fall/Winter/Spring 2020-2021
UNDERGRADUATE LAW INTERNSHIP
TACOMA, WA
UNPAID - REMOTE

Northwest Immigrant Rights Project is seeking six undergraduate student applications for part-time fall/winter/spring internship positions in its Tacoma office. **Undergraduate interns will be asked to commit at least 10 hours per week for these virtual internships.** The internships are unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible. Interns will have direct exposure to a fast pace work environment centered around immigration law and advocacy, while collaborating with the Legal Orientation Program (LOP), Advocates for Detained Immigrants (ADI) unit and Defender Referral and Representation Unit (DRRU).

All applications will be considered on a rolling basis, until the positions are filled.

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.

UNDERGRADUATE INTERNSHIP OVERVIEW

NWIRP's Tacoma office provides legal services to the up to 1,575 immigrants detained at the Northwest Detention Center (NWDC), 85% of whom are unrepresented.

Undergraduate interns will work under the supervision of staff attorneys and legal advocates at our Tacoma office. The majority of the work will be working with the Advocates for Detained Immigrants Unit (ADI), the Legal Orientation Program (LOP), and Defender Referral and Representation Unit (DRRU). 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);

- Clerical Work (filing, data entry, etc.);
- Assistance 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 nine weeks;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Commitment to working in a diverse, fast pace working environment;
- Ability to manage multiple tasks and to manage deadlines;
- Strong organizational skills and ability to work independently as well as collaboratively;
- Substantial proficiency in use of web-based software, MS Word and MS Excel;
- Applicants who are fluent in a second language, especially Spanish, are preferred

APPLICATION MATERIALS

The internship is open to undergraduate students. Applicants should have a sense of humor, excellent written and oral communication skills, an interest in immigration law, a commitment to advancing and defending the legal rights of low-income immigrants and refugees and should value working in a diverse and fast-paced work environment. **As the internship is remote, applicants are encouraged to apply regardless of their geographical location.**

Interested applicants should apply by sending a cover letter and resume with "2020/2021 Fall/Winter/Spring Internship - NAME" in the subject line. Applications will be considered on a rolling basis until positions are filled.

CONTACT: tacomainternship@nwirp.org