

## OVERVIEW:

Northwest Immigrant Rights Project is seeking law student applications for full-time summer internship positions in its Tacoma office. Northwest Immigrant Rights Project (NWIRP) is the only nonprofit organization providing comprehensive immigration legal services to immigrants with low income across Washington State. NWIRP promotes justice by defending and advancing the rights of immigrants through direct legal services, systemic advocacy, and community education.

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. At NWIRP's Tacoma office, law students will gain exposure to immigration law and have the opportunity to improve their legal writing and research skills in a fast-paced environment while working with detained and non-detained clients.

**Legal interns will be asked to commit at least 35 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. **We currently have availability for 1-2 non-detained work interns and 2-3 detained work interns.**

A first round of consideration will be given to applications received by Friday, February 5th. However, 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 Intern 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 people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

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. Please email [guadalupe@nwirp.org](mailto:guadalupe@nwirp.org) if you have an accommodation request.

## INTERN DUTIES AND RESPONSIBILITIES

Under attorney supervision, interns will assist with case matters before the Immigration Court, the U.S. Citizenship and Immigration Services (USCIS), and the Department of State consulates and embassies. Specific duties and responsibilities vary depending on office and unit placement. Generally, for all offices, interns' responsibilities may include:

- Assisting pro se individuals to complete their applications for immigration relief;
- Drafting pro se briefs for those in detention;

- Completing legal and policy research projects;
- Performing a variety of administrative tasks.
- Identifying legal issues and potential forms of relief for immigrants;
- Drafting legal briefs in support of applications for relief;
- Preparing applications, motions, and other filings with immigration courts and agencies;
- Drafting client declarations and gathering evidence in support of applications;
- Conducting intakes with individuals;
- Performing various administrative tasks as needed

## ELIGIBILITY – MULTIPLE POSITIONS AVAILABLE

The internship is open to first, second and third year law 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. **Both Spanish and non-Spanish speaking position(s) are available. Applicants proficient in secondary languages are strongly preferred. As the internship is remote, applicants are encouraged to apply regardless of their geographical location.**

### Summary of Detained Units:

**Legal Orientation Program (LOP) Unit:** LOP provides pro se legal orientation and assistance to individuals detained at the NWDC through individual intakes and legal follow-up during the immigration court process and Know Your Rights presentations. In addition to working with pro se detained individuals, LOP attorneys and accredited representatives also provide direct representation to detained clients in removal proceedings before the Tacoma Immigration Court.

**Affirmative Defense Unit (ADI) Unit:** ADI provides direct representation to detained immigrants in removal proceedings before the Tacoma Immigration Court in bond and merits proceedings. ADI attorneys and legal representatives represent clients in a variety of applications before the Tacoma Immigration Court, including applications for asylum and other fear-based relief, cancellation of removal, waivers, and adjustment of status, and before U.S. Citizenship & Immigration Services (USCIS), including applications for survivors of violent crimes and human trafficking.

### Summary of Non- Detained Units:

#### **Tacoma, South Sound, Olympic Peninsula and Southwestern Washington region (TSU) Unit:**

TSU provides pro se assistance and direct representation to non-detained individuals applying for immigration relief both affirmatively and in removal proceedings. TSU attorneys and legal advocates represent children before Washington State courts and USCIS in applications for Special Immigrant Juvenile Status (SIJS) and asylum. They also represent children and adults in diverse applications before the Seattle Immigration Court, including asylum, and before USCIS, including relief for survivors of violent crimes and human trafficking.

## TACOMA OFFICE – DETENTION POSITION

The two detained positions will work with our LOP Unit (Legal Orientation Program) of eight legal staff members or our ADI unit (Advocates for Detained Immigrants) of six legal staff members.

Legal interns will collaborate with an attorney supervisor on a variety of direct representation tasks and participate in discrete casework duties assigned by staff. Intern responsibilities will likely also include the following:

- Assisting pro se individuals to complete their applications for immigration relief;
- Drafting pro se briefs for those in detention;
- Completing legal and policy research projects;
- Performing a variety of administrative tasks.

## TACOMA OFFICE – NON- DETAINED POSITION

NWIRP's Tacoma office also provides legal services to immigrants living in the Tacoma, South Sound, Olympic Peninsula and Southwestern Washington region. The non- detained Internship position will work with the TSU unit (Tacoma and South Unit) which includes five team members.

Legal interns will be able to work on a variety of cases encompassing different forms of immigration relief, including affirmative Special Immigrant Juvenile Status (SIJS) petitions before USCIS and filings in Washington State courts. This includes conducting client interviews, preparing declarations and forms, writing legal briefs and memoranda, and researching legal issues related to immigration relief. Intern responsibilities may include the following:

- Conduct prescreens and intakes with potential NWIRP clients;
- Provide pro se assistance to NWIRP clients or potential clients under the supervision of attorneys;
- Identify legal issues and potential forms of relief for NWIRP clients;
- Appear (with attorney supervision) for immigration court hearings or USCIS interviews;
- Assist with organizing outreach events or Know Your Rights presentations;
- Perform a variety of administrative tasks.

## APPLICATION MATERIALS

Interested applicants should apply by sending a cover letter and resume with "2021 Summer Internship - NAME" in the subject line. For your Cover letter, please **describe how your lived/ work experience or volunteer experience would make you a good fit for this role.** Please also express if your interest is in the detention or non-detained positions by February 5, 2021.

**CONTACT:** [tacomalegalinternship@nwirp.org](mailto:tacomalegalinternship@nwirp.org)