

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **Spanish-speaking legal advocate** to work in our Granger office, which provides direct representation and community outreach and education to individuals seeking legal assistance in a variety of affirmative and defensive immigration matters.

This position is based in NWIRP's Granger Office, which is located in Granger, WA, a city of over 3,000 people located in a rural area 25 miles southeast of Yakima. From this location, the office serves clients from across Central and Eastern Washington. This office has a strong focus in working with a client base consisting largely of farmworkers and their families.

Under the supervision of an attorney, the legal advocate will provide legal assistance to community members through: (1) individual intakes, consultations, and direct representation (2) self-help assistance in the form of community workshops and legal clinics; and (4) community education. The legal advocate will also be assigned work relating to other immigration matters as needed.

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;
- Free parking lot access
- 12 weeks of paid parenthood leave after 6 months of employment;
- Partially paid sabbatical after 6 years of employment.
- Opportunities for paid trainings.

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 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. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

RESPONSIBILITIES:

- Under the supervision of an attorney, prepare immigration forms, applications, and gather and organize supporting documents;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Establish, organize, and maintain files;
- Maintain and adapt ongoing working knowledge of significant policies, laws, practices, and trends in immigration law;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Ability to work independently and with competing deadlines; and
- 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. Traveling may be required. Travel reimbursements apply.

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.

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#).
- Commitment to working within a diverse rural community and fast paced working environment.
- Must be fluent in Spanish and English.
- 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

Directing Attorney- Granger

TO APPLY:

Please submit your Resume and a cover letter describing: **1) how your lived or work experience make you a good fit for this role. 2) what are some challenges you are aware of that pose barriers to provide legal advocacy to rural communities to Grangerjobs@nwirp.org.** In your email subject line please

respond with your First name, Last name _Advocate. Full consideration will be given to those who apply by January 4, 2021, but applications will be accepted on a rolling basis until position is filled.