



FALL/WINTER/SPRING 2020-2021

UNDERGRAD INTERN

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SEATTLE, WA

<https://www.nwirp.org/join-us/jobs-internships/>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks 3 undergraduate student applications for part-time fall/winter/spring intern positions to join the Violence Against Women Act (VAWA) Unit in Seattle, WA. Undergraduate interns will be asked to commit at least 10 hours per week for these virtual internships. Additional languages spoken are a plus but not required. This Intern position (unpaid) will directly assist the VAWA Unit's growing intake process and is a great opportunity to learn more about immigration and working with survivors of abuse.

The VAWA unit currently provides direct services, outreach and education throughout the state of Washington to immigrant survivors of domestic violence and other crimes. The unit processes the following case types: Self-petitions under VAWA, U visas, T visas, VAWA applications for adjustment of status, and removal defense for survivors of violence. The undergraduate intern will also work with other staff members on different types of immigration cases as needed.

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. 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 AND RESPONSIBILITIES

Undergraduate interns will work under the supervision of staff attorneys and legal advocates at our Seattle office. Intern responsibilities may include the following:

- Translate documents;
- Perform administrative tasks related to grant reporting and other requirements;
- Assist on various tasks regarding intake processing including records request and various tasks on intake waitlists;

- Search for and retrieve public and private records such as birth certificates or criminal histories;
- Under the supervision of attorneys, prepare immigration forms, applications, and supporting documents;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Coordinate and assist on unit intakes;
- Work in collaboration with unit staff attorneys and accredited representatives;
- Work in collaboration with other staff members as needed;
- Establish, organize and maintain files;
- Maintain document control, tracking and tracing; review case files;
- Review and edit documents for accuracy and completeness;
- 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. Due to office closures the job will be remote and therefore have the ability to to work remotely on these tasks.

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, sexual assault, human trafficking, and violence.

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 collaborate 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.**

TO APPLY:

The internship is open to undergraduate students. Positions will remain open until filled. As the internship is remote, applicants are encouraged to apply regardless of their geographical location. Interested applicants should apply by sending a 1) Resume 2) cover letter addressing what you are hoping to learn from this experience; 3) three references. Please submit all materials to VAWAundergrad@nwirp.org.