



BILINGUAL (ENGLISH/ SPANISH) STAFF ATTORNEY

Granger, WA

Full Time, Exempt

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

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time Spanish-speaking staff attorney** to join NWIRP's office in **Granger**. Applicants must be **fluent in English and Spanish**. Additional languages are encouraged. The selected applicant must be able to start the position as soon as possible. A minimum two-year commitment to the position is expected.

As a staff attorney, you will provide direct representation, individual consultations, and community outreach and education to immigrant community members seeking immigration protections before the U.S. Citizenship and Immigration Services (USCIS) and the immigration courts. The staff attorney may also be assigned work relating to other immigration matters, including cases of people in immigration detention.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. With over 150 employees, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

NWIRP's Granger Office is located in Granger, WA, a city of over 3,000 people located in a rural area 25 miles southeast of Yakima. Yakima is known for its rich agriculture, exciting outdoor activities, and diverse culture. From Granger, the office serves clients from across Central and Southeastern Washington. Its work involves direct representation in various forms of immigration protections, including, but not limited to, asylum, cancellation of removal, humanitarian relief under VAWA and TVPRA, family-based, naturalization, and representation for children and youth. The office has a staff of fifteen and serves a client base consisting largely of farmworkers and their families. NWIRP's Granger office is housed within a community center which includes a public Spanish language radio station, medical, and financial services for the farmworkers and their families.

RESPONSIBILITIES:

All NWIRP staff attorneys are expected to:

- Provide direct representation to individuals in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security;
- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Provide direct representation to persons in State court proceedings (specific to attorneys admitted in WA State and working with children and youth seeking Special Immigrant Juvenile classification);

- Conduct presentations, workshops, legal clinics, and intakes, by phone and in person;
- Conduct case analysis to determine eligibility for immigration protections/status under the immigration laws;
- Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system;
- Establish, organize, and maintain files up to date;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking training, and other duties in a timely manner;
- Participate in NWIRP's outreach, community education, and development efforts; and
- Perform other tasks and responsibilities assigned by supervisory staff depending upon NWIRP's needs.

SKILLS AND QUALIFICATIONS:

- Law degree;
- Admission to the bar of any state in the U.S.;
- Demonstrated commitment to immigrant rights and eagerness to support [NWIRP's mission, vision and values](#);
- Excellent writing, communication, interpersonal, and organizational skills;
- Ability to provide trauma-informed and culturally-inclusive legal representation;
- Commitment to creating a welcoming, professional, and inclusive environment for staff and clients;
- Commitment to working with a diverse community and in a challenging working environment;
- Fluency in English and a second language (preferably Spanish but will consider applicants who speak another language);
- Strong ability to work independently, as well as in a team environment;
- Proficiency in use of web-based software, Microsoft Office applications (including Word and Excel), and web peer-to-peer communication platforms; familiarity with G-suite tools (Google Docs, Google Sheets and Gmail);
- Prior immigration law and removal experience preferred;
- Prior experience working with survivors of domestic violence or sexual assault is preferred;
- Experience handling a high-volume caseload preferred;
- Sound judgment and decision-making skills;
- Strong organizational skills;
- Ability to take on a substantive caseload, and;
- The applicant must have a valid driver's license as the position involves some travel.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand, walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper. Occasional work on night and weekend hours. Travel 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: physical, verbal and emotional abuse, including domestic abuse and child abuse; discrimination; neglect and abandonment of children; violence; and psychological trauma. Occasional work in a detention center environment.

Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption). Staff may choose to wear a face mask in the workplace but it is not currently required. At the time of this posting, NWIRP staff is operating in a hybrid model, and some in-office work will be expected of this position (at least two full days per week).

This position is expected to travel to immigration courts in Seattle or Tacoma and USCIS offices in Seattle, Spokane, or

Yakima in Washington State (and occasionally in Portland, Oregon). A valid driver's license will be required to meet these expectations. The position may involve occasional evening and weekend work hours.

BENEFITS AND COMPENSATION:

This is an exempt position and the minimum annual salary is \$80,771.93; and salaries are higher for staff attorneys with specific types of experience. For example, for someone with 20 years of directly relevant experience, the annual salary would be \$117,936.58; the current salary maximum is based on 40 years of experience, equalling \$143,504.81.

NWIRP is proud to be a unionized employer, and this **full-time** position is covered by NWIRP's Collective Bargaining Agreement (CBA). NWIRP offers a generous benefits package, which currently includes:

- Fully paid health, vision and dental plans for employee-level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- Automatic, employer contribution of 3% to 403(b) retirement plan
- Generous paid health-related leave (12 days per year)
- Generous paid vacation (16 days during your first year)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with State-paid leave
- 14 paid Holidays with the ability to float 5 holidays
- Employer-paid disability, life, AD&D and long-term care insurance
- 4 weeks of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time
- Opportunities for paid professional development
- New employees may be eligible for a relocation bonus, per the CBA

NWIRP is also an eligible employer under the Public Service Loan Forgiveness Program.

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.

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. Please contact HR@nwirp.org.

REPORTS TO:

Supervising Attorney

TO APPLY:

Please upload a single-file document on our [Careers Page](#) containing your cover letter, resume, and a list of (3) references. In your cover letter, please address:

- a) How your personal or professional experiences qualify you for this role;
- b) What challenges you recognize as barriers to providing legal advocacy to immigrant community members.

Full consideration will be given to those who **apply by September 6, 2024**, but applications will be accepted on a rolling basis until the positions are filled.