



HR Generalist
Full-time, Non-Exempt
Any NWIRP Office: Granger, Seattle, Tacoma or Wenatchee, WA
<https://nwirp.org/join/jobs-internships/>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time HR Generalist**.

This non-exempt, hourly role will be heavily administrative, supporting the daily functions of the current HR team of two and supporting staff across our four offices in Washington State. Regular activities will include, but are not limited to, recruitment, onboarding, benefits administration, timesheet and payroll processing, HR system administration, and explaining and ensuring compliance with organization policies and practices.

The Generalist can be based out of any of our four offices in Granger, Seattle, Tacoma or Wenatchee, WA. The role may include travel to the various NWIRP offices, as needed. A valid driver's license will be required to meet these expectations.

Applicants must be fluent in English, and additional languages are encouraged. The applicant must be able to start the position as soon as possible.

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 200 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.

RESPONSIBILITIES:

In collaboration with the HR Director and another HR Generalist, this new HR Generalist will share responsibilities for the following:

Recruitment and Onboarding:

- Manage and update job postings, partnering with hiring managers;
- Monitor job applications and assist with applicant communications;

- Identify and participate in hiring events, virtually and in-person, with a focus on historically excluded and marginalized groups;
- Facilitate a smooth hiring process for both the hiring team and job applicants;
- Assist with new hire onboarding communications;
- Create and maintain employee records in the HRIS;
- Conduct new hire orientations, including I-9 verifications and training on the HRIS, benefits and timekeeping.

Payroll Support:

- Partner closely with the Finance team to verify bi-weekly timesheets, and check time-off and overtime requests as part of payroll preparation;
- Update employee information, including base salaries, step levels, and supervisors in PayNW, as needed;
- Coordinate with the Staff Accountant and HR Director to ensure payroll submission deadlines are met;
- Upload post-payroll reports to various vendors.

HR Administration:

- Answer inquiries from applicants, employees and supervisors, across a broad range of subjects, including recruitment, benefits, use of the HRIS, the Collective Bargaining Agreement, and organizational procedures—partnering with other teams and/or referring sensitive matters to senior management, as needed;
- Assist with benefits administration—including Open Enrollment, 403b administration, and updating a Benefits & Resources intranet page;
- Assist with the collection and updating of HR-related data and reports;
- Represent HR in staff meetings, as needed;
- Assist with ad hoc projects 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. Occasional work on evening and weekend hours. Travel may be required. Travel reimbursements apply.

Emotional Demands: While performing the duties of this position, the employee may be exposed to conversations or information involving sensitive and potentially distressing topics, including but not limited to discrimination, child abuse, neglect, abandonment, domestic violence, and psychological trauma.

Standard office hours are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch. At the time of this posting, NWIRP staff currently work in a hybrid model with at least two, full days per week of in-office work required.

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.

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 for accommodations.

SKILLS AND QUALIFICATIONS:

- Demonstrated willingness to support [NWIRP's mission, vision, and values](#);
- Commitment to creating a welcoming and professional, inclusive environment for staff and clients;
- At least two years of work experience in an HR assistant or generalist role;
- Demonstrated record of acting with integrity, professionalism, and confidentiality;
- Strong time management skills with a proven ability to meet deadlines and to prioritize tasks appropriately;
- Excellent attention to detail and dependable follow-through;
- Excellent verbal and written communication skills;
- Strong analytical and problem-solving skills;
- Familiarity with Federal and state employment-related laws and regulations;
- Experience with an HRIS;
- Proficiency in use of web-based software, Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms.

Preferred Qualifications (Not Required):

- HR experience in a unionized and/or nonprofit workplace;
- Experience recruiting and onboarding staff;
- Familiarity with G-suite tools like Google Docs, Google Sheets, and Gmail;
- Experience with payroll;
- Familiarity with UKG, or similar, HR system;
- SHRM or PHR certification.

BENEFITS AND COMPENSATION:

This is a non-exempt, hourly position, and the minimum pay rate for candidates with the required two years of relevant experience is currently \$39.32 per hour (approx. \$71,574.02 annually). Compensation increases based on years of directly relevant experience. For example, candidates with 5 years of relevant experience will earn \$41.28 per hour (approx. \$75,129.76 annually), while candidates with 10 years of experience will earn \$44.50 per hour (approx. \$81,068.80 annually). The maximum pay rate for this role is currently \$64.70 per hour (approx \$117,755.19 annually), for 40 years of relevant experience.

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;
- A subsidized transit pass is available for the Seattle and Tacoma offices; and,
- Free onsite parking for the Granger, Tacoma and Wenatchee offices.

NWIRP is currently an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) program.

REPORTS TO:

HR Director

TO APPLY:

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

In your cover letter, please address the following:

1. How your work or personal experiences qualify you for this role, and;
2. Your understanding of NWIRP's mission and values.

Full consideration will be given to those who **apply by November 7th, 2025**, but applications will be accepted on a rolling basis until the positions are filled.