



Temporary Bilingual Legal Advocate  
Tacoma and South Unit  
Tacoma, WA (hybrid)  
Full-Time, Non-Exempt  
<https://nwirp.org/join/jobs-internships/>

## SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **temporary full-time Spanish-speaking legal advocate/intake coordinator** to join NWIRP's Tacoma and South Unit (TSU) in Tacoma, WA. Applicants must be **fluent in English and Spanish**. Additional languages are encouraged. The ideal applicant must be able to start the position as soon as **November 15, 2024**, with a commitment through **July 14, 2025** (with the possibility of extension).

Under the supervision of an attorney, the legal advocate will assist in the direct representation of immigrant community members and assigned outreach in Washington State. The legal advocate will primarily work on cases involving immigration protections for survivors of crimes, including domestic violence and trafficking survivors, and asylum seekers, and may also be assigned work relating to other immigration matters as needed. The legal advocate will serve as intake coordinator to help maintain and coordinate cases from the prescreen/ intake waitlist to other NWIRP staff members in TSU. Additionally, the legal advocate will conduct intakes and community education outreach.

## 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 Tacoma and South Unit (TSU)** serves immigrants with low incomes through direct representation and provides outreach and education to client communities living in the South Puget Sound, Olympic Peninsula, and Southwestern Washington region. Staff in TSU represent clients on a wide variety of forms of immigration protections before U.S. Citizenship and Immigration Services (USCIS), the Seattle and Tacoma Immigration Courts, the Board of Immigration Appeals, and the Ninth Circuit Court of Appeals.

## RESPONSIBILITIES:

All NWIRP legal advocates are expected to:

- Under attorney supervision:
  - Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
  - Conduct case analysis to determine eligibility for immigration protections/status under the immigration laws;
  - Provide consultations and direct representation, prepare and submit immigration forms and supporting documents to immigration courts, U.S. Citizenship and Immigration Services (USCIS), or other immigration agencies;
  - Assist in providing pro se assistance, community outreach and education, as directed.

- Specific to this position:
  - Coordinate unit intakes;
  - Maintain case waitlist, document control, tracking and tracing, review case files;
  - Provide coverage for Tacoma’s front desk when needed.
- Work directly with NWIRP’s community partner agencies, as assigned, and assist in referrals to other community partner agencies;
- Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system;
- Establish, organize, and maintain up-to-date files;
- Translate documents and provide interpretation;
- Search for and retrieve public records such as birth certificates or arrest histories;
- Review and edit documents for accuracy and completeness;
- 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:

- Excellent written, oral communication, and presentation skills, and the ability to present information clearly and concisely (verbally and in writing);
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support [NWIRP’s mission, vision and values](#);
- Fluency in English and Spanish (additional languages are encouraged);
- Familiarity working with interpreters;
- Commitment to working with a diverse community and in a challenging working environment;
- Availability to complete work with flexibility, striving to accomplish work during NWIRP’s core business hours (Monday – Friday, 9:00 AM – 5:00 PM Pacific), but understanding that evening and weekend hours may be required to meet urgent deadlines;
- Experience working with competing, strict deadlines and multitasking;
- Sound judgment and decision-making skills;
- Strong organizational skills;
- Ability to work independently (with competing deadlines) 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; Familiar with G-suite tools like Google Docs, Google Sheets, and Gmail; 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 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 job, the employee is regularly required to discuss topics including, but not limited, to discrimination; child abuse, neglect, abandonment; sexual assault; domestic abuse; violence, and psychological trauma.

The anticipated hours of work are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch. 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).

## BENEFITS AND COMPENSATION:

This is a non-exempt, hourly position and the minimum pay rate for candidates with no experience is \$36.55 per hour (roughly \$66,531.38 annually) and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience, the hourly compensation would be \$42.83 per hour (roughly \$77,950.77 annually); 20 years = \$48.92 per hour (roughly \$89,043.22 annually).

This is a temporary position and is not covered by NWIRP's Collective Bargaining Agreement. However, NWIRP offers a generous benefits package that 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; and
- Subsidized transit pass program.

NWIRP is an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) 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](mailto: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:

1. How your personal or professional experiences qualify you for this role, and;
2. What challenges you recognize as barriers to providing legal advocacy to immigrant community members (with a focus on rural communities).

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