



**WINTER/SPRING 2026
INTERNSHIPS (UNPAID)**

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

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) is currently seeking undergraduate interns to join our Tacoma office. The Tacoma office provides legal services to immigrants detained or facing deportation at the nearby Northwest ICE Processing Center (NWIPC), as well as to non-detained immigrants in the Tacoma and South Sound area navigating the immigration process.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, NWIRP is a nationally-recognized legal services organization dedicated to defending and advancing immigrant rights. Each year, we provide direct legal representation and assistance to thousands of low-income individuals from over 150 countries who speak more than 60 languages.

NWIRP's work includes challenging unjust policies through impactful lawsuits and advocating for laws that respect immigrant rights. With over 200 staff members, NWIRP operates through offices in Granger, Seattle, Tacoma, and Wenatchee, WA, making a significant impact nationwide.

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.

INTERNSHIP DETAILS:

Interns will gain direct experience in a fast-paced work environment focused on immigration law and advocacy. The internship lasts five months and requires a commitment of 10 hours per week from January through May 2026.

Work will take place on-site at NWIRP's Tacoma office, with potential hybrid arrangements allowing some remote work. Additional language skills, particularly Spanish, are desirable but not required for all focus areas.

Internships are unpaid; however, NWIRP will work with applicants to secure outside funding or academic credit when possible and applicable.

AREAS OF FOCUS:

Each intern will be assigned to work directly with one of the following units in our Tacoma office:

Tacoma & South Unit (TSU)	TSU provides direct representation, pro se assistance, outreach, and education to non-detained individuals throughout Tacoma, South Sound, Olympic Peninsula, and southwestern Washington. TSU attorneys and legal advocates represent children before Washington State Courts and USCIS in applications for Special Immigrant Juvenile Status (SIJS) and asylum. They also represent children and adults in diverse applications before the Seattle Immigration Court, including asylum, and before USCIS, including relief for survivors of violent crimes and human trafficking.
Detained Immigrant Advocates (DIA)	DIA provides direct legal services to people detained in the Northwest ICE Processing Center in Tacoma, WA, a regional immigration detention facility where immigration officials detain up to 1,575 community members at any given time.
Unaccompanied Children Program (UCP)	UCP operates statewide, with teams in each of NWIRP's four offices providing assistance to unaccompanied children and youth who have been released from immigration custody and are facing removal proceedings. Adopting a Universal Representation model, the UCP offers person-centered, zealous advocacy with cases accepted on a first-come, first-served basis and no eligibility criteria. The team works collaboratively to address the needs of children and youth in their quest for immigration protection.

RESPONSIBILITIES:

Under the supervision of staff attorneys and/or legal advocates, legal assistant interns will take on responsibilities that may include:

- Translating documents;
- Performing administrative tasks related to grant reporting and compliance;
- Conducting online country-conditions research;
- Assisting with intake processing, including records requests and managing waitlists;
- Searching for and retrieving public and private records (e.g., birth certificates, criminal histories);
- Preparing immigration forms, applications, and supporting documents under attorney supervision;
- Assisting with application and declaration transcription;

- Following up with clients or detained immigrants by phone to gather or clarify information;
- Maintaining case files, including document control, tracking, and tracing;
- Reviewing and editing documents for accuracy and completeness;
- Reviewing and calendaring phone messages and court deadlines; and,
- Performing other tasks as assigned by supervisory staff.

PROFESSIONAL REQUIREMENTS:

- Demonstrated commitment to immigrant rights and willingness to support [NWIRP's mission, vision and values](#);
- Minimum commitment of 10 hours per week from January through May 2026;
- Availability to complete internship hours during NWIRP's business hours (Monday–Friday, 9:00 a.m.–5:00 p.m.);
- Excellent written and oral communication skills, with the ability to present information clearly and concisely;
- Commitment to working in a diverse environment;
- Ability to manage multiple tasks and meet deadlines;
- Strong organizational skills and ability to work independently as well as collaboratively;
- Proficiency with web-based software, Microsoft Word, and Microsoft Excel; and,
- Fluency in English required; preference given to applicants fluent in Spanish to meet client needs.

Physical demands: While performing the duties of this internship, interns are regularly required to remain stationary for extended periods, move throughout the office or external offices, communicate by phone, and operate keyboards, computers, and other office equipment.

Emotional demands: Interns may regularly be exposed to sensitive subject matter, including but not limited to discrimination, domestic abuse, sexual assault, human trafficking, and violence.

REPORTS TO:

Staff Attorneys and/or Legal Advocates

TO APPLY:

The internship is open to applicants with a high school diploma or higher. Applicants should demonstrate strong attention to detail, excellent written and oral communication skills, an interest in immigration law, and a commitment to advancing and defending the legal rights of low-income immigrants and refugees. Applicants should also value working in a diverse and fast-paced environment.

Interested applicants are invited to submit their resume and cover letter through the following [link](#). Applications will be accepted on a rolling basis, with **priority given to those submitted by November 11, 2025.**