



Temporary Staff Attorney
Removal Defence Unit (RDU)
Full-Time, Exempt
Seattle, WA

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

SUMMARY:

Northwest Immigrant Rights Project seeks a **temporary**, full **or** part-time **Staff Attorney** to work in the Removal Defense Unit (RDU), **through December 2025**. The applicant will ideally be fluent in English and another language, work at least 20 hours per week, and must be able to start the position by **January 2, 2025**.

As a staff attorney, you will offer 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 immigration courts. You may also handle additional immigration matters, including cases involving individuals 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 Removal Defense Unit provides direct representation and pro se assistance to individuals facing removal proceedings. Attorneys maintain a diverse caseload and assist individuals in applying for various forms of relief, including asylum, withholding of removal, protection under the Convention Against Torture, U and T nonimmigrant statuses, cancellation of removal, waivers of inadmissibility, family petitions and post-conviction relief.

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;
- Strong preference for fluency in English and another language (Spanish preferred);
- 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;
- Familiarity working with interpreters;
- 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;
- This position requires occasional travel to client meetings, court appearances, and USCIS offices; **a valid driver's license is necessary to fulfill these travel requirements.**

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 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 discrimination; child abuse, neglect, abandonment; domestic abuse; 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**).

BENEFITS AND COMPENSATION:

This is an exempt, salaried position. As of January 1, 2025, the minimum annual salary for candidates who are not-yet-admitted to practice (NAP) is \$80,085.81. Upon admission to the bar, the annual salary would increase to

\$82,791.23, with further increases based on experience. For example, as of January 1, 2025, a staff attorney with 20 years of relevant experience would earn an annual salary of \$120,885.00; the annual salary maximum, based on 40 years of relevant experience, would be \$147,092.43.

While temporary employees are not members of the Union, they still enjoy many of the same benefits offered under our Collective Bargaining Agreement, including:

- 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);
- 14 paid Holidays with the ability to float 5 holidays;
- Employer-paid disability, life, AD&D and long-term care insurance;
- Eligibility to earn compensatory time; and,
- Subsidized transit pass is available for the Seattle office.

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:

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.

Applications will be accepted on a rolling basis until the position is filled.