



Bilingual Staff Attorney
Community Outreach Unit
Temporary, Full-Time (Exempt)
Granger, Seattle, Tacoma, or Wenatchee, WA
<https://nwirp.org/join/jobs-internships/>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) is seeking a **temporary, full-time, bilingual staff attorney**. This position offers the flexibility to be based in any of our four Washington offices (Granger, Seattle, Tacoma, or Wenatchee). Applicants must be fluent in **English and Spanish**; additional languages are encouraged. The selected applicant must be able to start the temporary position **by February 17, 2025** (or sooner) with a commitment through November 7, 2025.

As a temporary staff attorney, you'll join NWIRP's Community Outreach Unit and provide legal assistance through brief services to immigrant community members who have recently arrived in Washington State and are facing deportation proceedings. You will also offer direct representation, individual consultations, and community outreach and education to immigrant community members seeking immigration protections before U.S. Citizenship and Immigration Services (USCIS) and in immigration courts. Additionally, the staff attorney may be assigned to work on other 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 Community Outreach Unit is an organization-wide unit dedicated to providing accessible resources, education, and training through outreach events for community members, service providers, and partners across Washington State. In addition to outreach efforts, the unit offers brief services, workshops, and legal clinics to recently arrived immigrants facing deportation. These brief services include intakes and consultations, as well as assistance with submitting applications for various forms of immigration protection before USCIS and immigration court, such as asylum, temporary protected status, employment authorization, and changes of venue or address.

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;
- 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.

Specific to this position:

- Provide legal intake to community members referred to NWIRP through the Washington Migrant and Asylum-Seeker Services (WA MASS) Project Hub or who connect directly through NWIRP;
- Provide brief legal services (Pro se assistance);
- Provide referrals to other legal services organizations; and,
- Provide quarterly training on relevant immigration law topics to legal services providers that receive direct referrals from NWIRP to provide brief legal services.

SKILLS AND QUALIFICATIONS:

- Law degree;
- Admission to the bar of any state in the U.S.;
- Demonstrated commitment to immigrant rights and [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, and to working with a diverse community in a challenging environment;
- Prior experience representing immigrant community members before USCIS, the Department of State, and in Immigration Court is strongly preferred;
- Experience handling a high-volume caseload;
- Fluency in in English and Spanish, additional languages are encouraged;

- 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); and,
- Sound judgment and decision-making skills.

This position requires occasional travel to client meeting locations, immigration courts in Seattle or Tacoma, and USCIS offices in Seattle, Spokane, or Yakima, Washington (and occasionally in Portland, Oregon). **A valid driver's license is necessary to fulfill these travel requirements.** The role may also involve occasional evening and weekend hours. Travel reimbursements apply.

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.

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.

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, and the minimum annual salary for candidates with no experience is \$84,002.81. Salaries increase for staff attorneys with specific experience. For example, candidates with 20 years of relevant experience will earn \$122,654.04 annually, and the current maximum salary, based on 40 years of experience, is \$149,245.00 annually.

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;
- Subsidized transit pass is available for Seattle and Tacoma offices; and,
- Free onsite parking for Granger, Tacoma and Wenatchee Offices.

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.

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 January 10, 2025** but applications will be accepted on a rolling basis until the positions are filled.