



Fall 2021

UNDERGRADUATE INTERNSHIP
TACOMA, WA
UNPAID- REMOTE

Northwest Immigrant Rights Project is seeking undergraduate student applications for three part-time fall internship positions in its Tacoma office. **Undergraduate interns will be asked to commit at least 10 hours per week for these virtual internships.** The internships are unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible.

All applications will be considered on a rolling basis, until the positions are filled.

COMMITMENT TO INCLUSIVITY, EQUITY, AND REPRESENTATION:

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity. We **strongly encourage** applications from people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and other underrepresented and historically marginalized groups. Our goal is to have a diverse Board, Staff, and Volunteer base that is reflective of the communities we serve. We believe having a Board, Staff and Volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates a vibrant environment where all members of the NWIRP community thrive.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. 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.

UNDERGRADUATE INTERNSHIP OVERVIEW

NWIRP's Tacoma office provides legal services to the up to 1,575 immigrants detained at the Northwest Detention Center (NWDC), 85% of whom are unrepresented.

Undergraduate interns will work under the supervision of attorneys and advocates at the Tacoma office. Intern responsibilities may include the following:

- Translations;
- Online country conditions research;
- Contacting law enforcement agencies for records;
- Creating information packets;
- Logging Detainee Voicemails (must be fluent in Spanish);
- Clerical Work (filing, data entry, etc.);
- Assistance with application and declaration transcription

PROFESSIONAL REQUIREMENTS

- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision and values](#);
- **Minimum** commitment of ten hours a week for a total of ten weeks;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Commitment to working in a diverse working environment;
- Ability to manage multiple tasks and to manage deadlines;
- Strong organizational skills and ability to work independently;
- Substantial proficiency in use of web-based software, MS Word and MS Excel;
- **Applicants proficient in a second language, especially Spanish, are preferred**

APPLICATION MATERIALS

The internship is open to undergraduate students. Applicants should have a sense of humor, excellent written and oral communication skills, an interest in immigration law, a commitment to advancing and defending the legal rights of low-income immigrants and refugees and should value working in a diverse and fast-paced work environment. **As the internship is remote, applicants are encouraged to apply regardless of their geographical location.**

Interested applicants should apply by sending a cover letter and resume with "2021 Fall Internship - NAME" in the subject line. Applications will be considered on a rolling basis until positions are filled.

CONTACT: tacomainternship@nwirp.org