



SUMMER 2022  
LAW STUDENT INTERNSHIP  
GRANGER, SEATTLE, TACOMA, & WENATCHEE, WA  
REMOTE  
<https://www.nwirp.org/join/jobs-internships/>

## SUMMARY

Northwest Immigrant Rights Project (NWIRP) seeks law student applications for full-time summer internship positions in its Granger, Seattle, Tacoma, and Wenatchee offices. **Interns will be asked to commit 35-40 hours per week for a period of 10-12 weeks.** Applicants with additional language skills are strongly preferred. Internship will be remote, but there may be voluntary opportunities for in-person service. Select positions in NWIRP's Eastern Washington and Tacoma Offices are funded; all other positions are unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible. Interns will have direct exposure to a fast-paced work environment centered on immigration law and advocacy.

Full consideration will be given to applications received by **January 14, 2022**. Applications will be considered on a rolling basis until positions are filled, so early submission is recommended.

See specific internship info and funding availability for each office: [Granger and Wenatchee](#), [Seattle](#), and [Tacoma](#).

## 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 email [HR@nwirp.org](mailto:HR@nwirp.org) for any accommodation requests.

## RESPONSIBILITIES

Under attorney supervision, interns will assist with case matters before U.S. immigration agencies, including the Immigration Court, U.S. Citizenship and Immigration Services (USCIS), and the Department of State consulates and embassies. Specific duties and responsibilities vary depending on office and unit placement. Generally, interns' responsibilities may include the following:

- Identifying legal issues and potential forms of immigration reliefs;
- Drafting legal briefs and memos in support of applications for relief;
- Preparing applications, motions, and other filings with the immigration court and agencies;
- Drafting client declarations and gathering evidence in support of applications;

- Conducting legal, policy, and country condition research;
- Appearing in immigration court hearings or USCIS interviews\*;
- Conducting legal intakes;
- Participating in workshops and other community education and outreach events\*; and
- Performing various administrative tasks as needed.

\* Dependent on coronavirus-related restrictions

## PROFESSIONAL REQUIREMENTS

- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision and values](#)
- Minimum commitment of 35 hours a week for 10-12 weeks
- Availability to fulfill internship hours within NWIRP's business hours (Monday – Friday, 9:00A – 5:00P Pacific)
- Excellent written and oral communication skills, and ability to present information clearly and concisely
- Commitment to working in a diverse work environment
- Ability to manage multiple tasks and deadlines
- Strong organizational skills and ability to work independently as well as collaboratively
- Substantial proficiency in use of web-based software, MS Word, and MS Excel
- Fluency in English and one other language (especially Spanish, but any additional languages) preferred
- **Physical demands:** While performing the duties of this job, the intern is regularly required to be stationary as well as move throughout the office or external offices; communicate over phone; and operate keyboards, computer, phone, and other peripherals. Due to office closures, the internship will be remote, and interns therefore have the ability to complete tasks off-site.
- **Emotional demands:** While performing the duties of this job, the intern is regularly required to discuss topics including, but not limited to, discrimination, domestic abuse, sexual assault, human trafficking, and violence.

## TO APPLY

The internship is open to first-, second-, third-year law students and LL.Ms. Applicants should have excellent written and oral communication skills, an interest in immigration law, the ability to work in a diverse and fast-paced work environment, and a commitment to advancing and defending the legal rights of low-income immigrants and refugees. Spanish proficiency may be required for certain positions (see specific office description), but **applicants with any secondary language skills are strongly preferred. As the internship is remote, applicants are encouraged to apply regardless of their geographical location.**

Interested applicants should [apply online](#) and submit a cover letter, resume, and list of references (2-3). Please address in the cover letter your interest in NWIRP and the immigrant rights movement and how your lived or work/volunteer experience would make you a good fit for this role. Writing sample may be requested if selected for interview.

**Full consideration will be given to applications received by January 14, 2022.** Applications will be considered on a rolling basis until positions are filled, so early submission is recommended.

CONTACT: [internship@nwirp.org](mailto:internship@nwirp.org) (Please do not submit application materials to this email.)

## ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT

Founded in 1984, NWIRP is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 160 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 has a staff of over 120 and an annual budget of over \$14 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma, and Wenatchee), but the impact of our work is felt nationwide.

## GRANGER & WENATCHEE OFFICES

NWIRP's Granger and Wenatchee offices provide humanitarian-based immigration legal services to immigrant communities in North Central and Eastern Washington. At NWIRP's Granger and Wenatchee offices, law students will gain exposure to a variety of immigration law areas in both affirmative and defensive postures, and have the opportunity to improve their client interviewing and advocacy skills, as well as legal research and writing skills.

The Granger and Wenatchee offices work closely with farmworkers and their families in rural communities in Eastern Washington, and this position aims to support this rural community population.

Our work focuses on:

- **Asylum:** Helps people who face persecution in their home countries in applying for asylum, and assists asylees and refugees in applying for permanent resident status and petitioning for their family.
- **Children & Youth Advocacy:** Helps children and youth seek Special Immigrant Juvenile Status, asylum, and DACA.
- **Family Services:** Promotes family unity and stability by assisting with family visa applications and waivers.
- **Naturalization:** Assists immigrants and refugees, particularly elderly and/or people with disabilities, obtain citizenship, including seeking disability waivers from the required English and civics tests.
- **Removal Defense:** Represents individuals, who are either detained or non-detained, facing removal proceedings in immigration court and other agencies.
- **VAWA:** Assists immigrant survivors of domestic violence, sexual assault, trafficking, and other crimes in obtaining U-, T- visas, and other immigration benefits derived from the Violence Against Women Act.

**Applicants for the Granger and Wenatchee offices must be fluent in Spanish.**

### **Laurel Rubin Farm Worker Justice Project Funding**

Laurel Rubin interns in NWIRP's Granger and Wenatchee offices (two per office) will receive a \$6,300 stipend for the duration of their 10-week service, disbursed on a monthly basis, funded by the [Laurel Rubin Farm Worker Justice Project](#). Established in memory of Laurel Rubin, a devoted farm worker advocate and attorney, the Project funds internship opportunities with Washington State organizations that provide civil legal aid to farm workers.

## SEATTLE OFFICE

NWIRP's Seattle office serves immigrant communities in Island, King, San Juan, Skagit, Snohomish, and Whatcom counties. Interns would manage a caseload, work directly with clients, and assist with case preparation, including

preparing legal briefs and evidence in support of claims. Interns may also have the opportunity to provide pro se assistance and appear in court.

Multiple positions are available in the following units in the Seattle office:

- **Asylum Unit:** Helps people who face persecution in their home countries in applying for asylum, and assists asylees and refugees in applying for permanent resident status and petitioning for their family. The Asylum Unit provides pro se assistance, direct representation, and pro bono referral for individuals before USCIS/ Asylum Office and in immigration court (removal) proceedings. The Asylum Unit also represents asylum-seekers eligible for multiple forms of relief, such as family-based, U-, and T- visas.
- **Children & Youth Advocacy Program (CYAP) Unit:** Serves immigrant children and youth to regularize their immigration status. A large percentage of CYAP's clients are unaccompanied children from Central America and Mexico who are in removal proceedings. Attorneys with CYAP maintain diverse caseloads and assist young people to apply for various forms of immigration relief, including Special Immigrant Juvenile Status (SIJS), asylum, U-visas, T-visas, Deferred Action for Childhood Arrivals (DACA), and adjustment of status. CYAP attorneys also handle Washington state court proceedings related to a child's eligibility for SIJS.
- **Family Services Unit (FSU):** Promotes family unity and stability by assisting with family visa applications and waivers. FSU focuses on the following types of cases: family-based visa petitions, adjustment of status, consular processing, waivers of grounds of inadmissibility, permission to reapply for admission, removal of conditions on residence, and general removal defense.
- **Naturalization Unit:** Assists immigrants and refugees, particularly elderly and/or people with disabilities, as well as those with criminal convictions, obtain citizenship, including seeking disability waivers from the required English and civics tests.
- **VAWA (Violence Against Women Act) Unit:** Provides legal services to immigrant survivors of domestic violence, sexual assault, trafficking, and other crimes. The VAWA Unit assists survivors in applying for immigration benefits including but not limited to U nonimmigrant visas, T nonimmigrant visas, VAWA Self Petitions and I-751 waivers based on domestic violence.

**Both Spanish and non-Spanish speaking position(s) are available. Applicants proficient in secondary languages are strongly preferred.**

Internship positions in the Seattle office are unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible.

## TACOMA OFFICE

NWIRP's Tacoma office serves up to 1,575 immigrants detained at the Northwest ICE Processing Center (NWIPC), 85% of whom are unrepresented. The Tacoma office also provides legal services to immigrants residing in the Tacoma and South Sound area as they navigate the immigration process.

Multiple positions are available in the following units in the 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.

- **Legal Orientation Program (LOP)** – LOP provides pro se legal orientation and assistance to individuals detained at the NWIPC through individual intakes and group Know Your Rights presentations. LOP offers detained immigrants basic information about forms of relief from removal (deportation) and how to navigate the court process, represent themselves in immigration court (proceed pro se), and obtain legal representation. In addition to working with pro se detained individuals, LOP attorneys and accredited representatives also provide direct representation to detained clients in removal proceedings before the Tacoma Immigration Court.
- **Detained Immigrant Advocates (DIA) Unit** – DIA provides direct representation to detained immigrants in removal proceedings before the Tacoma Immigration Court in bond and merits proceedings. DIA attorneys and legal representatives represent clients in a variety of reliefs before the Tacoma Immigration Court, including applications for asylum and other fear-based relief, cancellation of removal, waivers, and adjustment of status, and before USCIS, including applications for survivors of violence crimes and human trafficking.

**Both Spanish and non-Spanish speaking position(s) are available. Applicants proficient in secondary languages are strongly preferred.**

#### **Valerie Zukin Memorial Fellowship**

One internship position in the Tacoma office will be funded by the [Valerie Zukin Memorial Fellowship](#) in honor of former NWIRP-Tacoma attorney and life-long immigrant rights advocate Valerie Zukin. The Fellowship supports the development of the next generation of immigration advocates to carry on her legacy. We encourage applicants to apply separately for the fellowship (posting forthcoming).

The other internship positions in the Tacoma office are unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible.