



WINTER/SPRING 2022

INTERNSHIP
TACOMA, WA
UNPAID -
REMOTE

Northwest Immigrant Rights Project seeks applications for part-time internship positions to join the Tacoma office. **Interns will be asked to commit at least 10 hours per week for these virtual internships for a period of 6 months.** We are looking for interns for the following internship period: **January to June 2022.** Additional languages spoken are a plus but not required. The internships are unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible and if applicable. Interns will have direct exposure to a fast-paced work environment centered on immigration law and advocacy.

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.

This internship position will directly assist one or more of the following units in our Tacoma office:

- Tacoma & South Unit (TSU) – The TSU currently provides direct services, outreach, and education throughout Tacoma and southwestern Washington.
- Legal Orientation Program (LOP) – The 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.
- Detained Immigrant Advocates (DIA) unit – The DIA unit provides direct representation to detained and non-detained immigrants who would otherwise not be represented in court.

The Tacoma office processes the following case types: Asylum, Withholding of Removal, Protection under the Convention Against Torture (CAT), SIJS, Cancellation of Removal for Permanent Residents, Cancellation of Removal for Non-Permanent Residents, Self-petitions under VAWA, U visas, T visas, VAWA applications for adjustment of status, and removal defense for survivors of violence.

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.

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. 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 for any accommodation requests.

RESPONSIBILITIES

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

- Translate documents;
- Perform administrative tasks related to grant reporting and other requirements;
- Conduct country conditions research;
- Assist with various tasks regarding intake waitlists and processing including records request;
- Search and retrieve public and private records such as birth certificates or criminal histories;
- Under the supervision of attorneys, prepare immigration forms, applications, and supporting documents;
- Assist with application and declaration transcription;
- Follow up with clients or detained immigrants by phone to gather or clarify information;
- Maintain document control, tracking and tracing; review case files;
- Review and edit documents for accuracy and completeness;
- Review and calendar phone messages and court deadlines;
- Perform other tasks as assigned by supervisory staff as needed.

PROFESSIONAL REQUIREMENTS

- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision and values](#);
- **Minimum** commitment of 10 hours a week for a total of 6 months;
- Availability to fulfill internship hours within NWIRP's business hours (Monday – Friday, 9:00A – 5:00P);
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- 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, 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.

APPLICATION MATERIALS

The internship is open to current students and graduates of university, community college, and paralegal programs, or any person that has a passion in aiding and advocating for immigrant communities. 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 to the following link:

<https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>

Applications will be considered on a rolling basis until positions are filled.

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 130 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 100 and an annual budget of over \$12 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.