



**STAFF ATTORNEY POSITION**  
**Children and Youth Advocacy Program (CYAP), Seattle, WA**

**Full-Time, Exempt**

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

### **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. Each year, 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 has a staff of over 140 and an annual budget of \$20 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.

### **SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time bilingual (with a preference for Spanish) staff attorney** to provide community outreach, education, and direct representation to individuals eligible for the Deferred Action for Childhood Arrivals (DACA) program and to provide other services to immigrant youth.

The staff attorney will work closely with community partners to conduct and oversee in-person and virtual DACA clinics, and provide pro se assistance to those eligible for relief under the DACA program. The staff attorney will provide legal assistance to DACA recipients through: individual consultations, self-help assistance in the form of community workshops and legal clinics, community education, and direct representation in priority cases. In addition, the staff attorney will provide direct representation to immigrant children and youth facing removal (deportation) proceedings. CYAP staff maintain diverse caseloads and assist young people to apply for various forms of immigration protection, including Special Immigrant Juvenile (SIJ) classification, asylum, self-petitions under VAWA, U visas, T visas, and adjustment of status before USCIS. Children and youth attorneys also handle Washington State court proceedings related to a child or youth's eligibility for SIJ classification. The staff attorney may also be assigned work relating to other immigration matters.

The staff attorney will be expected to travel to the locations of DACA clinics and community outreach events, to the immigration court in Seattle, and state courts in specific counties across WA State. A valid driver's license will be required in order to meet these expectations. The position will involve evening work hours while participating in monthly DACA clinics and may involve occasional weekend work hours.

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 days per week).

### **BENEFITS AND COMPENSATION:**

As of 2024, the beginning salary is \$78,132.50 for an attorney with no experience and not yet admitted to practice. The salary step will increase to \$80,771.93 upon bar admission and is higher for attorneys with specific types of experience. For example, for someone with 10 years of qualifying experience, the annual salary would be \$101,742.62; 20 years would be \$117,936.58.

NWIRP is proud to be a unionized employer, and this full-time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee-level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- 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)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with State-paid leave
- 14 paid Holidays with the ability to float 5 holidays
- Subsidized transit pass if based out of Seattle
- Employer-paid disability/life/AD&D coverage; Long-term care insurance
- 4 weeks of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time
- New employees may be eligible for relocation benefits, per the CBA.

Staff attorneys who have a minimum of three years of active practice of law and two years of NWIRP tenure have opportunities for promotion to Supervising Attorney.

NWIRP is also 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](mailto:HR@nwirp.org).

### **RESPONSIBILITIES:**

All 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, as needed (specific to children and youth work);
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- 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 trainings 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.

**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.

## **SKILLS AND QUALIFICATIONS:**

The staff attorney is expected to have:

- Law degree;
- Admission to practice of law in Washington State (or ability to waive in);
- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision, and values](#);
- Bilingual (Spanish preferred);
- Familiarity working with interpreters;
- Demonstrated interest in advocating for youth (previous work experience working with children and youth is preferred);
- Commitment to creating a welcoming and professional inclusive environment for staff and clients;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner, including strong problem-solving, research, and analytical skills;
- Previous work with remote legal assistance, preferred;
- Ability to provide trauma-informed and culturally inclusive legal representation;
- Special consideration will be given to attorneys with at least two years of prior

relevant legal experience;

- Have a strong sense of judgment and decision-making;
- Strong organizational skills;
- 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; Familiar with G-suite tools like Google Docs, Google Sheets, and Gmail; and
- The applicant must have a valid driver's license as the position involves some travel.

#### REPORTS TO:

Supervising Attorney

#### TO APPLY:

- You will need to upload a single file document including your cover letter, resume, and list of 3 references via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, describe 1) how your lived or work experience makes you a good fit for this role; and 2) what are some challenges you are aware of that pose barriers to providing legal advocacy to immigrant client populations. Full consideration will be given to those who **apply by January 24, 2024**, but applications will be accepted on a rolling basis until the position is filled.