



STAFF ATTORNEY POSITION

Wenatchee, WA

Full-Time, Exempt

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

SUMMARY:

Northwest Immigrant Rights Project seeks a **full-time staff attorney** for the **rural Central Washington Immigrant Survivors Project (CWISP)** to be placed in our Wenatchee office. Preference will be given to **Spanish-English speakers or other bilingual applicants**.

The rural CWISP Staff Attorney will serve low-income, primarily Spanish-speaking immigrant survivors of domestic violence, sexual assault, dating violence, and stalking in rural counties of Central and Eastern Washington State. The attorney will provide survivor-centered, trauma-informed 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 the immigration courts. The staff attorney may also be assigned work relating to other immigration matters, including cases of people in immigration detention.

This position is expected to travel to immigration courts in Seattle or Tacoma and USCIS offices in Seattle, Spokane or Yakima in Washington State (and occasionally in Portland, Oregon). A valid driver's license will be required in order to meet these expectations. The position may involve evening and weekend work hours.

Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption). 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). The position may also be eligible for the choice of a full-time in-person work model. A minimum two-year commitment to this position is preferred.

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 150 and an annual budget of over \$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.

NWIRP's Wenatchee Office is located in the heart of Washington State, nestled in the foothills of the Cascade mountain range, and at the confluence of the Columbia and Wenatchee Rivers. The Greater Wenatchee area is home to 116,000 residents. With its scenic orchards and growing wine industry, [Wenatchee](#) also boasts easy access to rivers, lakes, hiking trails, and its own downhill ski resort, Mission Ridge. The current staff of 15 serves clients from Central and Northeastern Washington and its client base consists largely of farmworkers and their families.

BENEFITS AND COMPENSATION:

As of 2023, the beginning salary is \$75,490 for an attorney with no experience and not yet admitted to practice. The salary step will increase to \$78,040 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 \$98,302.05; 20 years would be \$113,948.39. (Salary may increase in 2024 per NWIRP's Collective Bargaining Agreement.)

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
- Automatic employer contribution of 3% to 403(b) retirement plan
- 12 days of health leave per year
- Generous paid vacation (16 days during your first year, with additional days in subsequent years)
- 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
- Paid authorized absences for attending workshops, conferences and other educational/training programs
- Eligibility to earn compensatory time
- Relocation bonus and reimbursement for eligible employees

Staff attorneys who have a minimum of three years of active practice of law have opportunities for promotion to Supervising Attorney with 2 years' NWIRP tenure.

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.

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;
- 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 up-to-date files;
- 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 as needed.

Training Opportunity: The CWISP funder provides funding for one out-of-state conference each year. These are generally held in Washington D.C. We would encourage the project attorney to attend.

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. Working in a detention center environment (especially for LOP).

SKILLS AND QUALIFICATIONS:

- Law degree;
- Admission to the bar of any state in the U.S.
- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision and values](#);
- Fluency in English **and Spanish languages or other languages**, preferred;
- Familiarity working with interpreters;
- Commitment to serving immigrant survivors of crime, particularly in rural areas, preferred;
- Prior experience working with survivors of domestic violence or sexual assault 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;
- Sound judgment and decision-making skills;
- 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 this position involves some travel.

REPORTS TO:

Supervising Attorney or Directing Attorney

TO APPLY:

Please 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, please describe: 1) how your lived or work experience make(s) you a good fit for this role; and 2) some challenges you are aware of that pose barriers to providing legal advocacy to immigrant client populations. **Applications will be accepted on a rolling basis until the position is filled.**