



Bilingual (English and Spanish) Communications Associate
Granger, Seattle, Tacoma or Wenatchee, WA

Full-time, Non-exempt

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

SUMMARY:

Northwest Immigrant Rights Project seeks a **bilingual (English and Spanish) communications associate** to assist with NWIRP's day-to-day communications as a member of our Development and Communications Department. This is a full-time, non-exempt position.

As NWIRP's communications associate, you will work collaboratively with NWIRP's communications manager and development staff, and will be responsible for helping to create, edit, and publish external communications content for NWIRP's three major audiences: our client community, our donors and partners, and the public. This position will also be primarily responsible for translating NWIRP communications from English to Spanish to ensure that our content is accessible to Spanish speakers.

Genuinely connecting with our client communities and supporters through our communications work is an important way that NWIRP lives its values. By joining our team, you will have a direct impact on NWIRP's service to the community, as well as a voice in shaping our communications goals and vision for the future.

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 full days per week). The position may also be eligible for the choice of a full-time in-person work model.

This position is expected to begin work as soon as possible. Very limited evening or weekend work hours may be required. 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 140 countries and speak over 65 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.

About the Development and Communications Team

NWIRP's development and communications department is a high-functioning and truly collaborative team of 5-7 that is responsible for raising approximately 30% of the organization's annual revenue. The department is largely self-managed and committed to NWIRP's core values, and seeks an individual who is interested in the continued

pursuit of [community-centric fundraising](#) and story-telling practices.

BENEFITS AND COMPENSATION:

This is a non-exempt, hourly position, with a 35-hour regular work week. Starting pay for candidates with two years of experience is \$68,821.17 (\$37.81 per hour), and is higher with specific types of experience; for example, for someone with 10 years of directly relevant experience, the annual salary would be \$42.38 per hour (roughly \$77,950.77 annually) and for 20 years it would be \$48.92 per hour (roughly \$89,043.22 annually).

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

- Fully-paid health, vision, and dental plans for employee-level coverage with employer-funded HRA and HSA options
- Employer pays 50% of premiums for dependent coverage
- Health Care and Dependent Care FSA accounts
- Employer contribution of 3% of salary to 403(b) retirement plan
- 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, and long-term care insurances
- Four weeks of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time
- Relocation bonus for eligible new employees, pursuant to CBA

NWIRP is also an eligible employer under the Public Service Loan Forgiveness 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:

This position requires excellent writing and editing skills, as well as familiarity with social media management. The ideal candidate is able to meet deadlines and work collaboratively as part of a team.

In collaboration with the communications manager, the communications associate will be responsible for:

- Assisting the communications manager in executing NWIRP's external communications strategy, including but not limited to coordinating newsletters and our social media presence
- Assisting the communications manager in executing our internal communications strategy
- Translating new communications materials from English to Spanish
- Creating promotional communications pertaining to NWIRP events, campaigns, and fundraising
- Conducting interviews with former NWIRP clients, staff members, and other community members for storytelling purposes
- Participating in organizational communications strategy planning
- Preparing press and media releases while maintaining an updated list of press and media contacts
- Working with legal staff to create one-pagers, power-point presentations, and other materials for NWIRP presentations and clinics aimed at serving our client community
- Crafting organizational promotional materials
- Performing administrative tasks such as submitting timesheets, tracking expenses, and other requirements
- Performing other tasks as directed by supervisory staff
- Other responsibilities may be assigned depending on NWIRP's needs

Physical demands: While performing the duties of this job, you are regularly required to be stationary and mobile; communicate over phone and operate keyboards, computer and other peripherals; utilize a phone, computer, keyboard; and help load and unload materials at NWIRP events.

Emotional demands: While performing the duties of this job, the employee is required to discuss topics including, but not limited, to discrimination, domestic abuse and violence.

SKILLS AND QUALIFICATIONS:

- Minimum of 2 years of relevant experience in communications or another related field
- Demonstrated commitment to immigrant rights and eagerness to support [NWIRP's mission, vision and values](#)
- Must be Bilingual in English and Spanish (fluency in additional languages is a plus)
- Ability to collaborate well, and work very closely, with office colleagues
- Experience working with interpreters via phone or in person
- Excellent client-centered communication skills
- Excellent written and verbal communication skills, and ability to organize information in a clear and concise manner
- Commitment to creating a welcoming and professional inclusive environment for staff and clients
- Commitment to working in a diverse working environment
- Ability to work independently (with competing deadlines) and collaborate closely with team members
- Must be able to efficiently manage multiple tasks, work well under stress, and anticipate quickly changing needs
- Highly motivated, resourceful, open-minded, flexible, and easily adaptable to change
- Strong interpersonal skills when interfacing with clients and staff

Preferred Qualifications

- Proficiency with graphic design
- Prior experience with public relations
- Translation experience

REPORTS TO:

Communications Manager

TO APPLY:

Upload a single file document to our careers page, linked below which includes the following:

- Your Resume
- A cover letter which indicates:
 - Why you are passionate about immigrant rights.
 - How your work experience makes you a good fit for the role.
- A writing sample (written in English) which can either be a published piece from a previous position, or a sample of academic writing
- A Spanish translation of Franselia's story from this webpage: <https://nwirp.org/about/our-impact/>

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

Applications will be accepted until the position is filled, but for full consideration, **please apply by July 1, 2024.**