



**FALL 2024
INTERNSHIP (UNPAID)**

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

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Northwest Immigrant Rights Project (NWIRP) seeks applications for four internship positions to join our Tacoma office. NWIRP's Tacoma office provides legal services to immigrants detained and facing deportation at the nearby Northwest ICE Processing Center (NWIPC). The Tacoma office also provides services to non-detained immigrants living in the local Tacoma and South Sound areas as they navigate the immigration process.

INTERNSHIP DETAILS:

Interns will have direct exposure to a fast-paced work environment centered on immigration law and advocacy. **The internship will last four months and requires a commitment of 10 hours per week between September - December 2024.**

Work for this internship will occur on-site at our offices located in North Tacoma, although hybrid arrangements involving some work-from-home are also considered. Additional languages spoken, especially Spanish, are desirable but not a requirement for all focus areas.

Internships are unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible and if applicable.

AREAS OF FOCUS:

Each intern will be assigned to directly assist one of the following units in our 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.

DOC Outreach Project	<p>The DOC Outreach Project utilizes public records from the Washington Department of Corrections to identify and contact individuals within the Washington State prison system who are subject to “ICE holds” and will imminently be transferred into ICE custody following the completion of their prison sentence. The goal of the project is to provide education materials, intake services and case analysis to individuals in DOC custody so that they understand their legal rights and options prior to transfer to ICE Custody.</p>
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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. NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

RESPONSIBILITIES:

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

- Translate documents;
- Perform administrative tasks related to grant reporting and other requirements;
- Manage and update database to accurately track client information;
- Conduct online country conditions research;
- Assist with various tasks regarding intake processing, including records requests and various tasks on intake waitlists;
- Search for 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 case files and document control, tracking, and tracing;
- Review and edit documents for accuracy and completeness;
- Review and calendar phone messages and court deadlines; and
- 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 between September through December;
- 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 working environment;
- Ability to manage multiple tasks and to manage deadlines;
- Strong organizational skills and ability to work independently as well as collaboratively;
- Substantial proficiency in the use of web-based software, MS Word, and MS Excel;
- Fluency in English is required. Preference will be given to applicants who are fluent in Spanish due to clients' needs.

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 the phone, and operate keyboards, computers, and other peripherals.

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.

REPORTS TO:

Staff Attorneys and/or Legal Advocates

TO APPLY:

The internship is open to applicants with a high school degree or higher. Applicants should have a strong attention to detail, 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.

Interested applicants should apply by sending a cover letter and resume to the following [link](#).

Full consideration will be given to applications received by **June 28, 2024**. Applications will be considered on a rolling basis until positions are filled, so early submission is recommended.