

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time bilingual legal advocate** to work in our Granger office. Applicants must be **fluent in English and Spanish**, and additional languages are encouraged. The selected applicant must be able to start the position as soon as possible. A minimum two-year commitment to the position is expected.

Under the supervision of an attorney, the legal advocate will assist in the direct representation of immigrant community members in Washington State. The legal advocate will primarily work on cases involving immigration protections for survivors of crimes, including domestic violence, and asylum seekers, and may also be assigned work relating to other immigration matters as needed. The legal advocate will help to maintain and coordinate cases from the prescreen waitlist to other NWIRP staff members.

The anticipated hours of work are Monday – Friday, 9 am – 5 pm, with a 30–60 minute unpaid lunch break. 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).

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 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 Granger Office is located in Granger, WA, a city of over 3,000 people located in a rural area 25 miles southeast of Yakima. Yakima is known for its rich agriculture, exciting outdoor activities, and diverse culture. From Granger, the office serves clients from across Central and Southeastern Washington. Its work involves direct representation in various forms of immigration protections, including, but not limited to, asylum, cancellation of removal, humanitarian relief under VAWA and TVPRA, family-based, naturalization, and representation for children and youth. The office has a staff of fifteen and serves a client base consisting largely of farmworkers and their families. NWIRP’s Granger office is housed within a community center which includes a public Spanish language radio station, medical, and financial services for the farmworkers and their families.

BENEFITS AND COMPENSATION:

This is a non-exempt, hourly position, with a base salary dependent on experience. The beginning annual salary is \$66,531.38 (\$36.55 per hour) and is higher depending on years of directly relevant experience. For example, if you have 10 years of directly relevant experience the annual compensation would be \$77,950.77 (\$42.83 per hour); 20 years would be \$89,043.22 (\$48.92 per hour).

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
- Generous paid vacation (16 days during your first year)
- 12 days of paid health leave per year
- 16 days paid vacation in 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
- 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
- Relocation bonus up to \$4,000, based on the distance of relocation
- Free parking on-site

NWIRP is 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:

Legal advocates are expected to:

- Under attorney supervision:
 - 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;
 - Provide consultations and direct representation, preparing and submitting immigration forms and supporting documents to immigration courts, U.S. Citizenship and Immigration Services (USCIS), or other immigration agencies;
 - Assist in providing *pro se* assistance, community outreach and education, as directed;
- Work directly with community partners to receive referrals and connect clients to appropriate resources;
- 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;
- Translate documents and provide interpretation;
- Search for and retrieve public records, such as birth certificates or arrest histories;
- Review and edit documents for accuracy and completeness;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking training, 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. 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, and abandonment; domestic abuse; sexual assault; human trafficking; violence, and psychological trauma.

SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision, and values](#);
- Fluent in English **and Spanish** (additional languages are encouraged);
- Familiarity working with interpreters;
- Past experience working in a legal setting 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 clearly and concisely, including strong problem-solving, research, and analytical skills;
- Ability to provide trauma-informed and culturally inclusive legal representation;
- Ability to work independently (with competing deadlines) as well as in a team environment;
- Sound judgment and decision-making skills;
- Strong organizational skills;
- Prior immigration law experience, working with asylum seekers, and survivors of domestic violence or sexual assault is preferred;
- Previous work with remote legal assistance is preferred;
- Proficiency in the 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, please 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. **The deadline to apply is July 19, 2024. However, qualified applicants will be considered for the position on a rolling basis from the date of this posting until the position is filled.**