



BILINGUAL STAFF ATTORNEY POSITION

Citizenship & Naturalization Unit

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 services 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.

Citizenship & Naturalization Unit

The Citizenship & Naturalization Unit primarily assists immigrants and refugees, particularly elderly and/or people with disabilities, in obtaining citizenship. Representation includes seeking disability waivers from the required English language and civics tests, and representing individuals with complex criminal and immigration histories. The unit also assists community members with other naturalization and citizenship-related matters, including: green card renewals, applications for certificates of citizenship and U.S. passports based on derivation and acquisition of citizenship, and replacement naturalization certificates.

SUMMARY:

The Northwest Immigrant Rights Project seeks a full-time **bilingual staff attorney** in the Citizenship & Naturalization Unit. The applicant must be fluent in English and another language, and must be able to start the position as soon as possible. A minimum two-year commitment to the position is preferred.

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 full days per week).

Under the supervision of the supervising attorney, the staff attorney will provide intakes, community outreach and education, and direct representation to immigrant community members in Washington State.

The staff attorney will primarily work on citizenship and naturalization cases, and may also be assigned to work relating to other immigration matters as needed. Some travel may be needed for this work, so a valid driver's license will be required to meet expectations. The position may involve evening and weekend work hours.

BENEFITS AND COMPENSATION:

The beginning annual salary for a licensed attorney with no prior experience is \$80,771.93 and is higher for attorneys with specific types of experience. For example, for an attorney who has 10 years of qualifying experience the annual compensation 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
- Automatic, Employer contribution of 3% to 403(b) retirement plan
- Generous vacation (16 days during first year)
- Paid health leave (12 days per 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
- 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
- Opportunities for paid professional development
- New Employees may be eligible for relocation benefits, per the CBA

NWIRP is an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) program.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

NWIRP 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, 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 in the basis of class, race, color, 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:

- Provide direct representation to clients submitting affirmative naturalization applications with USCIS, including attending naturalization interviews and appeal hearings;
- Provide direct representation to clients referred from USCIS to Immigration Court in immigration removal proceedings and appeals before the Board of Immigration Appeals (BIA);
- Conduct analysis on complex legal issues affecting naturalization cases, including consequences of criminal arrests and convictions;
- Conduct intakes, in person and by telephone/video, and interview clients to gather or clarify information;
- Search for and retrieve private and public records, including immigration records through the Freedom of Information/Privacy Act, criminal records at municipal, county, state, and federal levels, and private records such as marriage and birth certificates;
- Participate in NWIRP's outreach, community education and development efforts;
- Provide support to other NWIRP staff on cases and participate in presentations, workshops, and legal clinics;
- 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 client files;
- Maintain document control, tracking and tracing;
- Translate documents;
- Review and edit documents for accuracy and completeness;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking trainings, and other duties in a timely manner; 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, 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: physical, verbal and emotional abuse, including domestic abuse and

child abuse; discrimination; neglect and abandonment of children; violence; and psychological trauma. Occasional work in a detention center environment.

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

- Law degree
- Admission to the bar of any state in the U.S.
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- Excellent writing, communication, interpersonal, and organizational skills
- Ability to provide trauma-informed and culturally-inclusive legal representation
- Commitment to creating a welcoming, professional, and inclusive environment for staff and clients
- Fluency in English and a second language (preferably Spanish but will consider applicants who speak another language)
- Strong 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; familiarity with G-suite tools (Google Docs, Google Sheets and Gmail)
- Prior immigration law and removal experience preferred
- Experience handling a high-volume caseload preferred
- 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 community members. Full consideration will be given to those who **apply by April 2, 2024**, but applications will be accepted on a rolling basis until the position is filled.