

## **SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time Spanish-speaking staff attorney** to join our Tacoma South Unit (TSU) in Tacoma, WA. Applicants must be **fluent in English and Spanish**. 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.

As a staff attorney, you will provide direct representation to survivors of human trafficking, primarily, and to individuals pursuing various forms of immigration relief.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; and (3) community education. The staff attorney will focus on providing representation on cases involving T and U visa petitions, and other forms of humanitarian immigration relief before U.S. Citizenship and Immigration Services (USCIS). The staff attorney will also provide representation in removal proceedings before the Immigration Court. The staff attorney may also be assigned work relating to other immigration matters, including cases of people in immigration detention.

Under NWIRP's current COVID policies, 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).

This position involves some travel to client meeting locations, courts, and USCIS offices. A valid driver's license will be required in order to meet these expectations.

## **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 Tacoma South Unit (TSU)** is located in Tacoma, WA. NWIRP's TSU currently provides direct

services, outreach and education throughout the state of Washington to immigrants seeking humanitarian immigration protections, including but not limited to survivors of trafficking, asylum seekers, survivors of domestic violence and other crimes, and Special Immigrant Juvenile Status. The staff attorney will also work with other staff members on different types of immigration cases as needed.

## **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 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, if relocating over 100 miles for this role
- 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 individuals who were formerly detained, undocumented, or who have

navigated the immigration legal system), women, people with disabilities, members of the LGBT community, and other underrepresented and historically marginalized groups.

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](mailto: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 (this position focuses on working with immigrant survivors of human trafficking and other related crimes);
- Maintain a working knowledge of significant policies, laws, and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system (as well as how immigrant survivors of human trafficking are impacted);
- Establish, organize, and maintain up-to-date files;
- 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.

Specific to this position:

- Provide support through technical assistance and training to NWIRP staff on cases dealing with humanitarian protections for survivors of human trafficking;
- Actively participate in state and local taskforces and initiatives pertaining to human trafficking; and
- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English.

**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, human trafficking, sexual assault, discrimination; child abuse, neglect, and abandonment; domestic abuse; violence, and psychological trauma.

### PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

- 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](#);
- Oral and written fluency in English and Spanish (additional languages are encouraged);
- Excellent written and oral communication, and presentation skills, and the ability to present information clearly and concisely (verbally and in writing);
- Commitment to working with a diverse community and in a challenging working environment;
- Commitment to creating a welcoming and professional inclusive environment for staff and clients;
- Ability to provide trauma-informed and culturally inclusive legal representation;
- Prior experience representing immigrant survivors of trafficking before USCIS, the Department of State, and the Immigration Court is strongly preferred;
- Prior experience working with survivors of domestic violence or sexual assault is preferred;
- Ability to work independently (with competing deadlines) as well as in a team environment;
- Sound judgment and decision-making skills;
- Strong organizational skills;
- Ability to take on a substantive caseload of trafficking-related cases;
- 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 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.entertainment.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.**