



## TEMPORARY LEGAL ADVOCATE POSITION

Wenatchee, WA

Full Time, Non-Exempt, Hybrid option

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

### SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a temporary, full-time **Spanish-English bilingual intake coordinator** to join our Wenatchee team temporarily for a minimum of eight (8) months, with the possibility of an extension for an additional three (3) months. Applicants must be fluent in English and Spanish (other language(s) are welcome), and must be able to start the position by August 26, 2024.

Under the supervision of an attorney, the legal advocate will assist in the direct representation of immigrant community members and assigned outreach in Washington State. The legal advocate will primarily conduct intakes with all potential clients who are eligible for our services and meet our current case priorities, and will help maintain and coordinate cases throughout the intake process. Cases we handle involve immigration protections for survivors of crimes, including domestic violence and trafficking survivors, asylum seekers, individuals facing removal, candidates for DACA, TPS, and family petitions, as well as children and youth.

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. The position is eligible for a choice of hybrid or in-person work models. The hybrid model requires at least two full days in-office 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 Wenatchee office is located in the heart of Washington State, and at the confluence of the Columbia and Wenatchee rivers. The [Wenatchee Valley](#) metropolitan area includes a

population of 119,000, offering a mix of big town amenities with small town vibes. With its scenic orchards and growing wine industry, Wenatchee also boasts easy access to rivers, lakes, hiking trails, and its own downhill ski resort. This office serves clients from Central and Northeastern Washington and its client base consists largely of agricultural workers and their families.

### **BENEFITS AND COMPENSATION:**

This temporary, full-time position is not covered by NWIRP's Collective Bargaining Agreement; however, the Union pay scale for our legal advocates is being offered. The beginning salary for candidates with no experience is \$36.55 per hour (\$66,531.38 annual salary) and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience, the salary would be \$42.83 per hour (\$77,950.77 annual); and 20 years would be \$48.92 per hour (\$89,043.22 annual). The maximum possible pay rate is \$62.21 per hour (\$113,226.14 annual).

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
- 12 days of paid health leave per year
- 16 days paid vacation in your first year (with additional days in subsequent years)
- 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
- Eligibility to earn compensatory time
- Free parking on site

### **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 of 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](mailto:HR@nwirp.org).

## RESPONSIBILITIES:

This position is expected to:

- Under attorney supervision:
  - Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
  - Assist in conducting case analysis to determine eligibility for immigration protections/status under the immigration laws;
  - Assist in providing 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;
  - Provide *pro se* assistance;
- 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 files;
- Maintain case waitlist, and other tracking and documentation pertinent to the intake process;
- Translate documents and provide interpretation;
- Search for and retrieve public records such as birth certificates, police records, or criminal 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);
- Commitment to creating a welcoming and professional, inclusive working environment;
- Excellent written and oral communication skills and ability to organize information in a clear and concise manner, including strong problem solving, research, and analytical skills;
- Familiarity working with interpreters (preferred);
- Prior experience working with survivors of domestic violence or sexual assault (preferred);
- Ability to assist in the provision of trauma-informed and culturally-inclusive legal representation;
- Ability to work independently (with competing deadlines) as well as in a team environment;
- Good judgment and decision-making;
- Strong organizational skills;
- Previous immigration law experience (preferred);
- 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; and
- A valid driver's license as the position involves some travel.

#### REPORTS TO:

## Supervising Attorney

### TO APPLY:

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 make 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. Applications will be accepted on a rolling basis until the position is filled.