



TEMPORARY STAFF ATTORNEY POSITIONS
Hybrid Temporary Positions Available in Tacoma, 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 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 Office

Tacoma and South Unit (TSU) and Detained Immigrant Advocacy Unit (DIA) (Tacoma, WA)

NWIRP's TSU staff serves immigrants with low incomes through direct representation and provides outreach and education to client communities living in the South Puget Sound, Olympic Peninsula, and Southwestern Washington region. Staff in TSU represent clients on a wide variety of forms of immigration protections before U.S. Citizenship and Immigration Services (USCIS), the Seattle and Tacoma Immigration Courts, the Board of Immigration Appeals, and the Ninth Circuit Court of Appeals. The Detained Immigrant Advocacy Unit (DIA) provides direct representation to detained individuals at the Northwest Detention Center in Tacoma, Washington.

SUMMARY:

NWIRP seeks two **full-time temporary bilingual staff attorneys** to work in TSU and DIA as part of the Tacoma office team. As a staff attorney, you will provide direct representation and individual consultations to immigrant community members seeking immigration protections before USCIS. NWIRP attorneys also practice before the immigration courts. Applicants must be able to start the position by February 20, 2024, and are asked to commit to a minimum of 9 months, with a possibility of an extension for an additional 3 months. Note: Spanish fluency, in addition to fluency in English, is strongly preferred, but not required.

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 required of the position (at least two full days in-person per week).

The TSU position is expected to travel to USCIS offices in Seattle and occasionally in Portland, Oregon. The DIA position is expected to visit the Northwest Detention Center on a regular basis. A valid driver's license will be required in order to meet these expectations. The position may involve evening and weekend work hours.

BENEFITS AND COMPENSATION:

The beginning annual salary for licensed attorneys with no prior experience is \$80,771.93 and is higher for attorneys with specific types of experience. For example, for someone with 10 years of qualifying experience, the annual salary would be \$101,742.62; 20 years = \$117,936.58.

This position is temporary and not covered by NWIRP's Collective Bargaining Agreement. However, 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
- Employer contribution of 3% of salary to 403(b) retirement plan
- Generous paid health-related leave and vacation (16 days during your first year)
- 14 paid Holidays annually with the ability to float 5 holidays
- Employer-paid disability/life/AD&D coverage; Long-term care insurance
- Eligibility to earn compensatory time
- Opportunities for paid professional development

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 (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. Please contact HR@nwirp.org.

RESPONSIBILITIES:

All NWIRP 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;
- Provide direct representation to persons in State court proceedings (specific to attorneys admitted in WA State and working with children and youth seeking Special Immigrant Juvenile classification);
- Conduct presentations, workshops, legal clinics, and intakes, by phone and in person;
- Conduct case analysis to determine eligibility for immigration protections/status under the immigration laws;

- 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 up to date;
- 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. 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, discrimination; child abuse, neglect, abandonment; domestic abuse; violence, and psychological trauma. Occasional work in a detention center environment.

SKILLS AND QUALIFICATIONS:

- Law degree;
- Admission to the practice of law in a U.S. State; admission to the Washington Bar, preferred;
- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision and values](#);
- Fluent in English, Spanish fluency is preferred;
- 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;
- Previous work with remote legal assistance preferred;
- Ability to provide trauma-informed and culturally inclusive legal representation;
- Special consideration will be given to applicants with at least two years of prior relevant legal experience;
- Have a strong sense of judgment and decision-making;
- Ability to work independently as well as in a team environment;
- Experience handling a high-volume caseload, 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 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 recently resettled community members. Applications will be accepted on a rolling basis until the positions are filled.