



WINTER/SPRING 2024  
LAW STUDENT EXTERNSHIP  
TACOMA, WA

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

## SUMMARY

Northwest Immigrant Rights Project (NWIRP) seeks law student applications for a full-time winter/spring externship position in its Legal Orientation Program (LOP) unit, based in NWIRP's Tacoma office. **The extern will be asked to commit to 35 hours per week for a period of 10-12 weeks, beginning in early January 2024.** A part-time externship may be considered with a commitment of at least 20 hours per week. Applicants with additional language skills are strongly preferred, but proficiency in an additional language is not a requirement.

This is not a remote position; travel within the city of Tacoma will be required. Externs must be able to commit to work from within NWIRP's Tacoma office and at the Northwest ICE Processing Center (NWIPC). The position is unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible. Externs will have direct exposure to a fast-paced work environment centered on immigration law and advocacy through their work within the LOP unit.

## Legal Orientation Program Unit in Tacoma, WA

NWIRP's Tacoma office serves up to 1,575 immigrants detained at the Northwest ICE Processing Center (NWIPC), 85% of whom are unrepresented. The LOP unit is one of two units in NWIRP's Tacoma office providing direct legal services to people detained in the NWIPC. Through their work within LOP, the extern will make weekly visits to the NWIPC and help give detained individuals essential information about court procedures and available options for legal relief prior to their immigration hearings. In addition to participating in the formal LOP program, we anticipate that the extern will provide direct representation to detained community members, including through representation for custody and/or removal proceedings in the Tacoma Immigration Court.

**Full consideration will be given to applications received by October 23, 2023. All applications must be received by November 6, 2023.** Applications will be considered on a rolling basis until positions are filled, so early submission is recommended.

## 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 130 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.

## 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 email [HR@nwirp.org](mailto:HR@nwirp.org) for any accommodation requests.

## RESPONSIBILITIES

Under attorney supervision, the extern will assist with case matters, including representing individuals before the Tacoma (and possibly Seattle) Immigration Court and U.S. Citizenship and Immigration Services (USCIS). The intention is for the extern to represent at least one individual in their merits proceeding before the Tacoma Immigration Court, most likely in an application for asylum and/or other humanitarian protections. The extern will also participate in the formal LOP Program, providing pro se assistance at the NWIPC. Information about the LOP can be found at: <https://www.justice.gov/eoir/legal-orientation-program>. This will involve multiple days at the NWIPC, doing intakes and follow-up research to screen cases for immigration relief. Additionally, the extern will support the LOP unit's various administrative tasks, which are critical to the successful functioning of our detention center programming. Generally, extern responsibilities may include the following:

- Identifying legal issues and potential forms of immigration relief;
- Drafting legal briefs and memos in support of applications for relief;
- Preparing applications, motions, and other filings with the immigration court and agencies;
- Drafting declarations and gathering evidence in support of applications;
- Conducting legal, policy, and country condition research;
- Appearing in immigration court hearings or USCIS interviews;
- Conducting legal intakes;
- Listening to and transcribing voicemails received from the NWIPC;
- Checking court dates and updating pod information for detained individuals;
- Translating documents, including declarations, articles, and other legal documents; and
- Performing other administrative tasks as needed, including timekeeping and data processing and entry.

## REQUIREMENTS

- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- Minimum commitment of 35 hours a week for 10-12 weeks for full-time externs. Minimum requirement of 20

hours a week for part-time externs.

- Availability to fulfill externship hours **with flexibility**, striving to accomplish work during NWIRP's core business hours (Monday – Friday, 9:00 AM – 5:00 PM Pacific),
- Excellent written and oral communication skills, and ability to present information clearly and concisely
- Commitment to working in a diverse work environment
- Ability to manage multiple tasks and deadlines
- Strong organizational skills and ability to work independently as well as collaboratively
- 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;
- Fluency in English and one other language (especially Spanish, but any additional languages) preferred.

**Physical demands:** While performing the duties of this job, the extern will be regularly required to be stationary and move throughout the office or the detention center; communicate over the phone or video call; operate keyboards, computer, phone, pen, and paper. The externship is in-person and may require occasional work outside core business hours. Travel will be required within the city of Tacoma.

**Emotional demands:** While performing the duties of this job, the intern is regularly required to discuss topics including, but not limited to, discrimination, child abuse/neglect/abandonment, domestic abuse, sexual assault, human trafficking, psychological trauma, and violence. Working in a detention center environment multiple times a week.

## TO APPLY

The externship is open to first, second, and third-year law students and LL.M.s. There is no requirement for proficiency in an additional language, but **applicants with any additional language skills are strongly preferred.**

Please [apply online](#) and submit a cover letter, resume, and list of references (2-3). Please address in the cover letter your interest in NWIRP and the immigrant rights movement and how your lived or work/volunteer experience would make you a good fit for this role. A writing sample may be requested if selected for an interview.

**Full consideration will be given to applications received by October 23, 2023. All applications must be received by November 6, 2023.** Applications will be considered on a rolling basis until positions are filled, so early submission is recommended.

FOR QUESTIONS CONTACT: [lesly@nwirp.org](mailto:lesly@nwirp.org) / [anne@nwirp.org](mailto:anne@nwirp.org) (Please do not submit application materials to these emails).