



Temporary Development Events Associate
Part-Time (20 hrs/wk), Non-Exempt
Seattle, WA
<https://nwirp.org/join/jobs-internships/>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) is seeking a temporary, part-time Development Events Associate to join our Seattle office and assist with tasks related to our Annual Gala. The selected candidate must be available to start the temporary position on March 10, 2025, with a commitment through May 31, 2025. This is a seasonal role, lasting only for the specified period.

The Annual Gala will take place on **Friday, May 16, 2025, in Seattle, WA**. The selected candidate **must be available to work from 9am to 11pm on that day**.

The Development Events Associate will support various Gala-related tasks, including guest management, volunteer coordination, data entry, donor acknowledgment, and mailings. Depending on the candidate, the role may also involve translating event communications and social media posts into Spanish. This position offers the opportunity to gain experience in nonprofit fundraising, marketing, and event planning through a variety of assignments.

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. With over 180 employees, 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 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 Development and Communications Department is dedicated to meaningfully engaging the community to support our mission. Our responsibilities include raising unrestricted funding from individual donors and businesses, educating supporters about NWIRP's work, and highlighting the issues within our country's unjust immigration system. We are committed to [Community Centric Fundraising](#) practices that are rooted in equity and social justice.

RESPONSIBILITIES:

Pre-Event

- Collaborate with the Development Database Administrator and Development and Events Manager on data entry in event software and the donor database;
- Oversee the creation of attendee materials, such as name tags and bid cards;
- Assist with other tasks as needed; and,
- Depending on the candidate, translate event-related communications (e.g., emails, social media posts, printed materials) from English to Spanish.

Day-Of Event

- Depending on the candidate, assist Spanish-speaking attendees with inquiries;
- Lead the volunteer team managing attendee registration, including processing credit card transactions;
- Assist with data management for mobile giving, the auction, and the "raise the paddle" segment of the event; and,
- Perform other tasks as assigned.

Post-Event

- Collaborate with the Development Team to ensure accurate recording of all event donations in the donor database; and,
- Work with the Development Team to ensure timely donor acknowledgment for all event contributions.

SKILLS AND QUALIFICATIONS:

- Strong passion for immigrant rights and alignment with our [mission, vision, and values](#);
- Must be at least 21 years old;
- Availability on Friday, May 16, 2025, from 9am to 11pm required;
- Strong spreadsheet experience required;
- Data entry experience required, database experience a plus;
- Proficiency in Spanish preferred;
- Previous event experience, either paid or volunteer;
- Excellent customer service skills and a positive attitude;
- Ability to work both independently and in a team;
- Proficient in Microsoft Office (Word, Excel) and Google Workspace (Drive, Docs, Sheets);
- Familiarity with internet research;
- Experience in a cross-cultural workplace;
- Excellent time management, organizational skills, and attention to detail;
- Strong problem-solving skills with the ability to take ownership of tasks; and,
- Flexible and able to adapt to a diverse workload.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands for tasks such as typing, handling, or feeling; reach with hands and arms; talk and hear; and utilize a phone, computer, keyboard, pen, and paper. The role also requires the ability to lift up to 30 lbs, bend to pick up or reach items, and stand or walk for extended periods. Occasional evening and weekend work may be required, and travel may also be necessary, with travel reimbursements provided. *Reasonable accommodations may be provided to assist individuals with disabilities in performing essential job functions.*

This position is part-time, **20 hours per week**, scheduled between 10am and 5pm, Monday through Friday. This position will be in-person at our Seattle office, with occasional work-from-home days. In the weeks leading up to the Gala, additional hours beyond 20 per week may be available.

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.

BENEFITS AND COMPENSATION:

This is a non-exempt, hourly position, and the minimum pay rate for candidates with no experience is \$38.01 per hour (approx. \$69,192.64 annually). Compensation increases based on years of directly relevant experience. For example, candidates with 10 years of relevant experience will earn \$44.54 per hour (approx. \$81,068.80

annually), while candidates with 20 years of experience will earn \$50.88 per hour (approx. \$92,604.95 annually).

While temporary employees are not members of the Union, they still enjoy many of the same benefits offered under our Collective Bargaining Agreement, including:

- Fully paid health, vision and dental plans for employee-level coverage with employer-funded HRA and HSA options;
- FSA and Dependent Care accounts;
- Generous paid health-related leave (12 days per year);
- Generous paid vacation (16 days during your first year);
- 14 paid Holidays with the ability to float 5 holidays;
- Employer-paid disability, life, AD&D and long-term care insurance;
- Eligibility to earn compensatory time; and,
- Subsidized transit pass is available for the Seattle office.

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 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.

REPORTS TO:

Development Database Administrator

TO APPLY:

Please upload a single-file document on our [Careers Page](#) containing your cover letter, resume, and a list of (3) references.

In your cover letter, please address the following:

1. How your personal or professional experiences make you a strong fit for this role, and;
2. Why you are passionate about advocating for immigrant rights.

Full consideration will be given to those who **apply by February 16, 2025** but applications will be accepted on a rolling basis until the positions are filled.