



Temporary Bilingual Social Services Advocate
Full-Time, Non-Exempt, Temporary
Seattle, WA

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

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **temporary, full-time, bilingual Social Services Advocate** to work in our Social Services Unit as part of our Seattle office. Applicants must be fluent in English and one other language— fluency in Spanish strongly preferred. Applicants should be available as of June 1, 2026. This position is funded by a grant that ends on December 31, 2026.

As a Social Services Advocate, you will work closely with NWIRP’s legal staff across the organization, primarily in the coordination of social services available to NWIRP clients. This position has a focus on helping survivors of violence living, working, or receiving services in the City of Seattle.

This position will be based in one of NWIRP’s Western Washington offices, with a preference for the Seattle office.

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 Social Services Unit:

The Social Services Unit provides one on one support to clients to ensure that they have access to needed resources and services. The Social Services Unit is part of the interdisciplinary legal team and works concurrently with NWIRP’s legal staff to promote holistic service delivery to NWIRP clients while they navigate their legal immigration case.

RESPONSIBILITIES:

The NWIRP Social Services Unit (SSU) is supervised from the NWIRP office in Tacoma, but the unit serves all four NWIRP offices (Granger, Seattle, Tacoma, and Wenatchee), and the Social Services Advocate will be

expected to do the same. Regardless of the position's location, you may occasionally travel within the State to each office. A valid driver's license will be required to meet these expectations.

This position is ever-evolving, based on the needs of the communities NWIRP serves, and will require someone who excels at initiating and leading delivery of services, works well independently as well as in a team, is highly adaptable, and able to build rapport with a diverse community of clients, partner organizations and internal staff.

In this position you will:

- Collaborate with NWIRP's legal staff in an interdisciplinary manner to assess client needs;
- Provide NWIRP clients with information, coordination, and appropriate referrals to address various needs, including safety planning, housing, translation, protection orders, health services, counseling, education, employment, family law and public benefits, all while maintaining confidentiality;
- Maintain an ongoing caseload of clients with exceptional needs, including safety planning and post-release plans (for immigrants in immigration detention) as necessary;
- Provide technical assistance to NWIRP staff, as needed, and coordinate and help maintain an internal community resource library for NWIRP legal staff and clients;
- Provide in-house training to NWIRP staff, as needed;
- Occasionally travel within Washington State to each of NWIRP's offices in Granger, Seattle, Tacoma or Wenatchee, when needed for completion of other job requirements;
- Engage in outreach and community education in the interdisciplinary area of immigrant rights and social work;
- Conduct outreach with social service providers to develop relationships so NWIRP clients can better access social services from these agencies;
- 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.

SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#);
- Master's Degree in Social Work preferred (*supervision for social work licensure available*)
OR Bachelor's Degree in Social Work with two years of demonstrated post-baccalaureate experience in the practice of social work, which could include internships or jobs focused on:
 - Competent case management and/or
 - Providing direct services to clients, preferably to survivors of violence and/or within immigrant communities.
- Must be bilingual in English **and one additional language**. Fluency in Spanish is strongly preferred. Additional languages are a plus;
- Ability to provide client-centered services with a trauma-focused approach;
- 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;
- Ability to work independently as well as in a diverse team environment;
- Must be resilient and empathetic with a high level of personal integrity and excellent interpersonal skills when engaging with clients and staff;

- Must be able to efficiently manage multiple tasks, work well under high-stress situations, and anticipate quickly changing needs;
- Ability to interface with the impact of secondary trauma;
- Highly motivated, resourceful, open-minded, flexible, and easily adaptable to change;
- 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.

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.

The anticipated hours of work are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch, but occasional evening and weekend work hours may be required.

At the time of this posting, NWIRP staff are operating in a hybrid model, and at least two full days per week of in-person work at our office will be expected of this position.

BENEFITS AND COMPENSATION:

This is a non-exempt, hourly position, and the minimum pay rate for candidates with no experience is \$39.54 per hour (approx. \$71,960.34 annually). Compensation increases based on years of directly relevant experience. For example, candidates with 10 years of relevant experience will earn \$46.33 per hour (approx. \$84,311.55 annually), while candidates with 20 years of experience will earn \$52.92 per hour (approx. \$96,309.15 annually). The maximum pay rate for this position is currently \$67.28 per hour (approx \$122,465.39 annually), for 40 years of relevant experience.

This full-time temporary position is **not** covered by NWIRP's Collective Bargaining Agreement, however the employee will receive many of the same benefits as a union member. NWIRP offers a generous benefits package, including:

- Fully paid health, vision and 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 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 and AD&D insurance;

- Opportunities for paid professional development; and,
- Subsidized transit pass is available for employees based in the Seattle and Tacoma offices.
- Free onsite parking at the Granger, Tacoma & Wenatchee offices.

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:

Social Services Manager

TO APPLY:

Please upload a **single-file** document through our [Careers Page](#), containing your cover letter, resume, and a list of (3) employment and/or academic references.

In your cover letter, please address:

1. How your personal or professional experiences qualify you for this role, and;
2. What challenges you recognize as barriers to providing social services advocacy to immigrant community members.

Full consideration will be given to those who **apply by May 26, 2026 at 5pm (Pacific time)** but applications will be accepted on a rolling basis until the position is filled.