



**BILINGUAL STAFF ATTORNEY
GRANGER, WA
FULL TIME,
EXEMPT**

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

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking attorney to provide direct representation, community outreach and education to individuals seeking legal assistance in a variety of immigration matters.

This position is based in NWIRP's Granger Office, which is located in Granger, WA, a city of over 3,000 people located in a rural area 25 miles southeast of Yakima. From this location, the office serves clients from across Central and Eastern Washington. This office has a strong focus in working with a client base consisting largely of farmworkers and their families.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; (3) self-help assistance in the form of community workshops and legal clinics; and (4) community education. The attorney will focus on providing representation and legal assistance on a wide range of immigration cases including matters involving removal proceedings, Special Immigrant Juvenile Status (SIJS) petitions and applicable state court custody matters, asylum applications, protections for survivors of domestic violence and other crimes (including U visas), and citizenship applications. The staff attorney may also be assigned work relating to other immigration matters as needed. This role is currently mostly remote due to COVID-19, but will resume to work out of our Granger office once operations return to in office.

COMPENSATION AND BENEFITS:

NWIRP is proud to be a unionized employer and this full-time position is covered by NWIRP's Collective Bargaining Agreement.

Beginning annual salary is \$67,883 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be \$89,460; 20 years = \$105,084. NWIRP also is proud to offer a generous benefits package, including:

- 100% of premiums for excellent health plans (option of two plans with employer funded HRA or HSA).
- Employer paid, vision and dental plans;
- Flexible Spending Accounts
- 3% employer retirement contributions;
- Disability/life/AD&D coverage;

- Annual leave of 16 paid vacation days, with incremental accruals based on seniority, 13 paid holidays, 12 paid health-related days;
- 12 weeks of employer paid parenthood leave after 6 months of employment;
- 4 weeks of paid sabbatical after 5 years of employment
- Employer paid Employee Assistance Program
- Compensatory time
- Ability to float 5 holidays

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

RESPONSIBILITIES:

- Provide direct representation to persons 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;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Conduct case analysis to determine eligibility for immigration relief, and provide direct legal services;
- Provide direct representation to persons in state custody proceedings, as needed;
- Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law;
- Conduct presentations, workshops, legal clinics, and individual consultations in Spanish and English; Additional languages are a plus.
- Perform administrative tasks related to grant reporting and other requirements;
- Establish, organize, and maintain files;
- Participate in NWIRP's outreach, community education and development efforts;

- Perform other tasks and responsibilities may be 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. Traveling to rural locations or immigration court in Seattle and Tacoma may be frequent and 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, domestic abuse and violence.

SKILLS AND REQUIRED QUALIFICATIONS

- Law degree;
- Admission to the bar of any state in the U.S. (will consider a law graduate planning on taking the Summer 2021 bar examination);
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#);
- Demonstrated interest in advocating for rural populations and communities.
- Excellent written and oral advocacy skills and ability to organize information in a clear and concise manner, including strong problem solving, research, and analytical skills;
- Commitment to working in a diverse working environment;
- Fluent in English and Spanish;
- Strong organizational skills;
- Ability to work independently as well as in a team environment;
- Proficiency in use of web-based software and Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms; and
- The applicant must have a valid driver's license and access to a vehicle as the position involves occasional travel.

REPORTS TO

Directing Attorney or Supervising Attorney, Granger Office

TO APPLY

You will need to upload a single file document including your **Cover letter and Resume** 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 provide legal advocacy to rural communities and or migrant workers. Full consideration will be given to those who apply by May 17, but applications will be accepted on a rolling basis until position is filled.**