



Jesuit Volunteer/AmeriCorps Member (2025 - 2026)

Intake Coordinators

Seattle or Tacoma, WA

<http://www.jvcnorthwest.org>

SUMMARY:

Engage in a meaningful year of service and community with JVC Northwest! For one year, Jesuit Volunteer (JV)/AmeriCorps members serve local organizations across the Pacific Northwest, helping them address a pressing community need that they've identified.

By living together in an intentional community, JV/AmeriCorps members lean on each other for personal growth in the four core values of community, simple living, social and ecological justice, and spirituality/reflection.

At Northwest Immigrant Rights Project (NWIRP), we're looking to fill Intake Coordinator positions in our Seattle and Tacoma offices with JV/AmeriCorps members. The service dates for these positions are **August 5, 2025, to July 31, 2026**.

We are looking to fill the Legal Coordinator roles within our Violence Against Women Act (VAWA), Family Services (FSU), Children and Youth Advocacy Program (CYAP), and Asylum units in the Seattle office, as well as our Tacoma and South Unit in the Tacoma office (unit descriptions are provided towards the end of the posting).

Intake coordinators at NWIRP play an important role in providing essential legal services to our community, including asylum seekers, individuals applying for family-based visas, vulnerable youth, and those facing urgent challenges or seeking protection through various immigration programs. Key responsibilities include conducting client intakes, screening for eligibility, coordinating legal processes, and collaborating with attorneys to prepare cases. Fluency in English and another language, preferably Spanish, is required for most units. Additional languages are welcome.

STIPEND:

All JV/AmeriCorps members will be provided by the JVC Northwest organization with a living stipend, communal housing, health insurance, potential student loan forbearance, and a \$7,395 AmeriCorps Education Award to be used towards future tuition or to pay back qualified student loans.

There is a "Flex" option for housing arrangements. Please email questions about JVC/AmeriCorps details to the JVC contact listed at the end of this posting.

REQUIREMENTS:

JV/AmeriCorps members must be 21 or older on August 5, 2025 and cannot be married or have dependents. JV/AmeriCorps members commit to living in an intentional community alongside fellow volunteers.

HOW TO APPLY:

Apply at www.jvcnorthwest.org

Deadline to Apply: May 20, 2024

Application Process: JVC Northwest has a thorough and intentional process for matching applicants with the best service placement for them among our 100+ positions across the Northwest. Applying to JVC Northwest does not mean that you are guaranteed to serve with Northwest Immigrant Rights Project, but rather that you will be considered for a variety of service placements. Placements are made based on your interests, skills, and experience.

CONTACT INFORMATION:

Reach out to Chris Suriano at recruitment@jvcnorthwest.org for any questions or needed assistance.

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 150 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.

ABOUT THE UNITS:

The **Asylum Unit** defends individuals who fear persecution in their home countries, helping them find safety through asylum. The unit also supports pro se applicants in navigating the asylum application process and collaborates with outside agencies, communities, and organizations to promote the rights and dignity of those fleeing persecution, while offering essential support services.

The **Children and Youth Advocacy Program (CYAP)** supports immigrant children and youth, particularly unaccompanied minors from Central America and Mexico facing removal proceedings. The CYAP team manages a wide range of cases, assisting young people with various forms of immigration protection, including Special Immigrant Juvenile Status (SIJS), Asylum, VAWA self-petitions, U visas, T visas, Deferred Action for Childhood Arrivals (DACA), Adjustment of Status, and removal defense before immigration courts. Additionally, CYAP attorneys handle Washington State court proceedings related to SIJS eligibility and conduct monthly legal clinics for DACA applicants. The intake coordinator will be crucial in addressing anticipated changes in DACA policy.

The **Family Services Unit** offers direct assistance to individuals and families navigating the family-based petition process. The unit handles a variety of case types, including family-based petitions, fiancé(e) petitions, applications for adjustment of status, travel documents or parole, consular processing assistance, waivers of grounds of inadmissibility, permission to reapply for admission, petitions to remove conditions on residence, and general removal defense.

The **Violence Against Women Act Unit (VAWA)** offers direct services, outreach, and education across Washington State to immigrant survivors of domestic violence and other crimes. The unit handles cases involving VAWA self-petitions, U visas, T visas, VAWA applications for adjustment of status, and removal defense for survivors of violence.

The **Tacoma and South Unit (TSU)** serves low-income immigrants through direct representation and offers outreach and education to communities in the South Puget Sound, Olympic Peninsula, and Southwestern Washington regions. TSU staff represent clients in various immigration matters before the 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.

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.