



LEGAL ADVOCATE  
SEATTLE, WA  
FULL TIME, EXEMPT

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

### **SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a full time **bilingual legal advocate** to join a new project serving the Afghan community residing in Washington State. Under attorney supervision, the legal advocate will provide community outreach, education, and direct representation. The applicant must be **fluent in English and a second language—either Pashto or Dari**, or with extensive experience serving the Afghan community through interpreters. The applicant must be able to start the position by early February 2022. The role is currently mostly remote due to COVID-19, but will resume to work out of NWIRP’s Seattle office once operations return to in office.

The legal advocate will work closely with other staff members across NWIRP’s four offices and community partners in Washington State, providing individual consultations and direct representation to members of the Afghan community in Washington State through various forms of immigration protection, including asylum and family-based adjustment of status.

### **BENEFITS AND COMPENSATION:**

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

The current beginning annual salary for candidates with no experience is \$52,447 and is higher for legal advocates with specific types of experience. For example, for someone with 10 years of directly relevant experience the annual salary would be \$64,825; 20 years = \$76,712. 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, 14 paid holidays, 12 paid health-related days
- 12 weeks of paid parenthood leave after 6 months of employment
- Ability to float 5 holidays
- Compensatory time
- 4 weeks of paid sabbatical after 5 years of employment
- Employer-paid Employee Assistance Program
- May be eligible for relocation assistance

## 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:

- Under attorney supervision:
  - Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
  - Conduct case analysis to determine eligibility for immigration protections/status under the immigration laws;
  - Provide consultations and direct representation, submitting affirmative applications with USCIS;
- Maintain a working knowledge of significant policies, laws, trends and practices in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system;
- Perform administrative tasks related to grant reporting and other requirements;
- Establish, organize, and maintain files up to date;
- 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.

**Physical demands:** While performing the duties of this job, you are regularly required to be stationary and mobile; communicate over phone and operate keyboards, computer and other peripherals; utilize a phone, computer, keyboard.

**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.

## SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision, and values](#);
- Bilingual in English and a second language—**either Pashto or Dari**;
- Familiarity working with interpreters (extensive experience serving the Afghan community is preferred);
- Past experience working in a legal setting is preferred, but not required;
- Commitment to creating a welcoming and professional inclusive environment for staff and clients;
- 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;
- Strong organizational skills;
- Ability to work independently as well as in a team environment;
- Have a strong sense of judgment and decision making;
- Ability to provide trauma-informed and culturally inclusive legal representation;
- Previous work with remote legal assistance is encouraged; and
- 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.

#### **REPORTS TO:**

Supervising Attorney

#### **TO APPLY:**

You will need to upload a single file document including your **cover letter, resume, and list of 3 references** via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, 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 providing legal advocacy to recently resettled community members. Full consideration will be given to those who apply by January 10, 2022, but applications will be accepted on a rolling basis until the position is filled.

#### **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 or no income who come from over 160 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 120 and an annual budget of over \$14 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.