



Legal Advocate  
Community Outreach Unit  
Granger, WA  
Full Time, Non-Exempt

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

#### SUMMARY:

Northwest Immigrant Rights Project (NWIRP) is looking for a **full-time bilingual legal advocate** to join our Granger office as part of the Community Outreach Unit. Applicants must be **fluent in English and Spanish**, and additional languages are encouraged. The selected applicant must be able to start the position as soon as possible. A minimum two-year commitment to the position is expected.

Under supervision of an attorney, you 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 immigrant communities in Washington State through various forms of immigration protection, including asylum relief.

#### 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 190 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 Community Outreach Unit** is an organization-wide unit that provides accessible resources, education, and training through outreach events geared towards community members, service providers, and community partners across Washington State. In addition to outreach, the Community Outreach Unit provides assistance through brief services, workshops, and legal clinics to immigrant community members who have recently arrived in Washington State and are facing deportation. NWIRP's brief services include intakes and consultations, submitting applications for immigration protections before USCIS and immigration court, such as asylum, temporary protected status, employment authorization, change of venue, and change of address.

#### RESPONSIBILITIES:

All legal advocates are expected to:

- 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, prepare and submit immigration forms and supporting documents to immigration courts, U.S. Citizenship and Immigration Services (USCIS), or other immigration agencies, and provide interpretations and translations;
- Assist in providing pro se assistance, community outreach and education, as directed;
- Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system;
- Establish, organize, and maintain up-to-date files;
- Translate documents;
- 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.

Specific to this position:

Under supervision of an attorney:

- Provide intake to community members referred to NWIRP through the Washington Migrant and Asylum Seeker Services (WA MASS) Hub or who connect directly through NWIRP;
- Provide brief legal services (Pro se assistance);
- Provide referrals to other legal services organizations; and,
- Assist in providing quarterly training on relevant immigration law topics to legal service providers that receive direct referrals from NWIRP to provide brief legal services.

## SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support [NWIRP's mission, vision and values](#);
- Oral and written fluency in English and another language, with preference for Spanish, Portuguese, French, Mandarin, Somali, or Russian (additional languages are encouraged);
- Extensive experience assisting community members in removal proceedings preferred;
- Commitment to creating a welcoming and professional inclusive environment for staff and clients;
- Excellent written and oral communication skills, and ability to organize information clearly and concisely, including strong problem-solving, research, and analytical skills;
- Ability to provide trauma-informed and culturally inclusive legal representation;
- Ability to work independently (with competing deadlines) as well as in a team environment;

- Special consideration will be given to applicants with at least two years of prior relevant legal experience;
- Sound judgment and decision-making skills;
- 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, human trafficking, sexual assault, discrimination; child abuse, neglect, and 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 is operating in a hybrid model, and some in-office work will be expected of this position (at least two full days per week).

#### **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).

NWIRP is proud to be a unionized employer, and this **full-time** position is covered by NWIRP's Collective Bargaining Agreement. 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);
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with State-paid leave;

- 14 paid Holidays with the ability to float 5 holidays;
- Employer paid disability, life, AD&D and long-term care insurance;
- 4 weeks of paid sabbatical after every five years of employment at NWIRP;
- Eligibility to earn compensatory time;
- Opportunities for paid professional development;
- New employees may be eligible for a relocation bonus, per the CBA; and,
- Free onsite parking for the Granger office.

NWIRP is an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) program.

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.

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](mailto:HR@nwirp.org).

#### REPORTS TO:

Supervising Attorney

#### 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:

1. How your personal or professional experiences qualify you for this role, and;
2. What challenges you recognize as barriers to providing legal advocacy to immigrant community members, with focus on rural communities.

Full consideration will be given to those who apply by **June 17, 2025** but applications will be accepted on a rolling basis until the positions are filled.