

SUMMARY:

The Northwest Immigrant Rights Project seeks full-time a **bilingual legal advocate** to provide support for emergent community needs, and support for our Asylum and Removal Defense Units. The applicant must be **fluent in English and another language**, and must be able to start the position as soon as possible. A minimum two-year commitment is expected.

Under the supervision of an attorney, the legal advocate will provide intakes, community outreach and education, and assist in direct representation to immigrant community members in Washington State. The legal advocate will primarily work on cases involving immigration protections for immigrants in removal proceedings, and may also be assigned to work relating to other immigration matters as needed.

This position involves some travel to client meeting locations, courts, and USCIS offices. A **valid driver's license** will be required to meet these expectations.

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.

NWIRP's Asylum and Removal Defense Units provide direct representation and pro se assistance to asylum-seekers before USCIS as well as individuals facing removal proceedings. Advocates maintain a diverse caseload and assist individuals in applying for various forms of relief, including asylum, withholding of removal, protection under the Convention Against Torture, U and T nonimmigrant statuses, cancellation of removal, waivers of inadmissibility, and post-conviction relief.

RESPONSIBILITIES:

Under attorney supervision, legal advocates are expected to:

- Specific to this position:
 - Assist with emergent community needs, including on-site visits to community encampments, conduct need assessments; build relationships with clients and

community; liaise with community partners;

- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Assist in conducting case analysis to determine eligibility for immigration protection/status under the immigration laws;
- Assist in providing consultations and direct representation, preparing and submitting immigration forms and supporting documents to immigration courts, U.S. Citizenship and Immigration Services (USCIS), or other immigration agencies;
- Participate in NWIRP's outreach, community education and development efforts;
- Provide support to asylum and removal defense unit staff attorneys;
- Work directly with community partners to receive referrals and connect clients to appropriate resources;
- 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 files;
- Maintain document control, tracking and tracing;
- Translate documents;
- Search for and retrieve public and private records such as birth certificates or criminal histories;
- Review and edit documents for accuracy and completeness;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking trainings, and other duties in a timely manner; and
- Perform other tasks and responsibilities assigned by supervisory staff depending upon NWIRP's needs.

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.

SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision, and values](#);
- Fluency in English and another language, additional languages are encouraged;
- Familiarity working with interpreters;
- 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;
- Ability to assist in the provision of trauma-informed and culturally inclusive legal representation;
- Ability to work independently (with competing deadlines) as well as in a team environment;
- Have a strong sense of judgment and decision-making;
- Strong organizational skills;
- Previous work with remote legal assistance is encouraged;
- Proficiency in the use of web-based software, Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms; Familiarity 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.

Under **NWIRP's current COVID policies**, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption). Staff may choose to wear a face mask in the workplace, but it is not currently 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 \$36.55 per hour (roughly \$66,531.38 annually) and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience, the hourly compensation would be \$42.83 per hour (roughly \$77,950.77 annually); 20 years = \$48.92 per hour (roughly \$89,043.22 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
- Subsidized transit pass is available for the Seattle office.

Legal advocates at NWIRP have the opportunity to become Accredited Representatives through the Department of Justice's Recognition and Accreditation Program. 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:

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 the following:

1. How your personal or professional experiences make you a strong fit for this role; and,
2. Why you are passionate about advocating for immigrant rights.

Full consideration will be given to those who apply by November 11, 2024, but applications will be accepted on a rolling basis until the positions are filled.