



WINTER/ SPRING 2022
UNDERGRADUATE INTERNSHIP
VAWA
SEATTLE, WA
UNPAID - REMOTE

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks undergraduate student applications for part-time internship positions to join the Violence Against Women Act (VAWA) Unit in Seattle, WA. Undergraduate interns will be asked to commit at least 10 hours per week for these internships for a period of 6 months or more. We are looking for interns for the following internship times January to July of 2022 and July to December of 2022. Additional languages spoken are a plus but not required. The internships are unpaid, but NWIRP will work with applicants to secure outside funding or academic credit when possible. Interns will have direct exposure to a fast pace work environment centered around immigration law and advocacy.

This internship position will directly assist the VAWA Unit's growing intake process and is a great opportunity to learn more about immigration law and advocating for survivors of abuse. The VAWA unit currently provides direct services, outreach and education throughout the state of Washington to immigrant survivors of domestic violence and other crimes. The unit processes the following case types: Self-petitions under VAWA, U visas, T visas, VAWA applications for adjustment of status, and removal defense for survivors of violence. The undergraduate intern will also work with other staff members on different types of immigration cases as needed.

All applications will be considered on a rolling basis, until the positions are filled.

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.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. 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

Undergraduate interns will work under the supervision of staff attorneys and legal advocates at our Seattle office. The majority of the work will be working with the VAWA intake coordinator.

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Intern responsibilities may include the following:

- Translate documents;
- Perform administrative tasks related to grant reporting and other requirements;
- Assist on various tasks regarding intake processing including records request and various tasks on intake waitlists;
- Search for and retrieve public and private records such as birth certificates or criminal histories;
- Under the supervision of attorneys, prepare immigration forms, applications, and supporting documents;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Coordinate and assist on unit intakes in collaboration with staff attorney and accredited representatives;
- Establish, organize and maintain files;
- Maintain document control, tracking and tracing; review case files;
- Review and edit documents for accuracy and completeness;
- Perform other tasks as assigned by supervisory staff in collaboration with other staff members as needed.

REQUIREMENTS:

- Demonstrated commitment to immigrant rights and willingness to support [NWIRP's mission, vision and values](#);
- Minimum commitment of 10 hours a week for a total of 6 months or more;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Commitment to working in a diverse, fast pace working environment;
- Ability to manage multiple tasks and to manage deadlines;
- Strong organizational skills and ability to work independently as well as collaboratively;
- Second language is not required but fluency in English and one other language if preferred. Spanish is preferred due to our client needs; Additional languages a plus;
- Previous immigration law experience preferred;
- Previous work or volunteer experience with survivors of domestic violence or sexual assault desired;
- Experience with trauma focused advocacy
- Strong organizational skills and ability to work independently; and
- Proficiency in use of web-based software, MS Word and MS Excel
- **Physical demands:** While performing the duties of this job, the employee is regularly required to be stationary as well as move throughout the office or external offices; communicate over phone and operate keyboards, computer and other peripherals; utilize a phone, computer, keyboard. Due to office closures the job will be remote and therefore have the ability to work remotely on these tasks.
- **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, sexual assault, human trafficking, and violence.

APPLICATION MATERIALS

The internship is open to undergraduate students. Applicants, excellent written and oral communication skills, an interest in immigration law, a commitment to advancing and defending the legal rights of low-income immigrants and refugees and should value working in a diverse and fast-paced work environment. **As the internship is remote, applicants are encouraged to apply regardless of their geographical location.**

Interested applicants should apply by submitting a Cover Letter and Resume to the following link:

<https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>

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 incomes who come from over 130 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 100 and an annual budget of over \$12 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.