



**RECEPTIONIST/FRONT DESK COORDINATOR**  
**Granger Office**  
**Part Time, Non-Exempt**  
**TEMPORARY SEVEN (7) -MONTH POSITION**  
<https://nwirp.org/join/jobs-internships/>

#### **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. Each year, 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 has a staff of over 120 and an annual budget of over \$15 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.

**NWIRP's Granger Office** is located in Granger, WA, a city of about 3700 people located in a rural area 25 miles southeast of Yakima. The office serves clients from across Central and Southeastern Washington State. We expect the current staff of ten to grow to eleven once all new roles have been filled. This office is housed within the Northwest Communities Education Center (NCEC) which includes a public Spanish language radio station, medical, and financial services for the farmworkers and their families.

#### **SUMMARY:**

NWIRP seeks **part time (2 days a week, 7 hours per day, in-person) English-Spanish bilingual Receptionist** to join NWIRP's Granger team temporarily for seven (7) months and work alongside our current Receptionist/Office Manager. The applicants must be fluent in English and Spanish (other language(s) are welcome), and must be able to start their position as soon as possible.

Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption) and must wear a face mask while in all common areas at the job location. At the time of this posting, NWIRP staff is operating mostly remotely and anticipates operating in a hybrid (remote/in-person) environment by October 3, 2022. The position is expected to be entirely in-person.

#### **BENEFITS AND COMPENSATION:**

This temporary part-time position is not covered by NWIRP's Collective Bargaining Agreement. The

beginning salary for candidates with no experience is \$61,281.53/year (\$33.67/hr) and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience, the annual salary would be \$72,314.75; 20 years = \$83,032.10.

NWIRP's benefits package for part-time staff includes:

- Paid vacation and health leave (pro-rated for part-time staff)
- Paid holidays with the ability to float 5 holidays (pro-rated for part-time staff)
- Free parking lot access
- Opportunities for paid training.

### **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](mailto:HR@nwirp.org).

### **RESPONSIBILITIES:**

The Receptionist (primary):

- Open and close office
- Greet all in-person guests
- Screen immigration assistance inquiries and refer callers/visitors to NWIRP's various units and offices
- Schedule client appointments
- Make referrals to social services agencies

Administrative Support (secondary, in conjunction with office manager):

- Collect, open, date stamp and route incoming mail
- Drop off outgoing mail
- Route faxes
- Answer incoming phone calls as needed and as time permits;
- Under attorney supervision:
  - Conduct pre-screenings, in-person and by phone, and interview potential clients to gather or clarify information;

- o Maintain a basic working knowledge of significant policies, laws, practices, and trends in immigration law;
- Other tasks as assigned by supervisory staff.

**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. This person will be talking continuously all day. Travel to Granger post office 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.

### SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision and values](#);
- Fluent in English **and Spanish** (additional languages are encouraged);
- Ability to coordinate well, and work very closely, with another staff in a similar position;
- Experience with multi-line phone systems and call/in-person handling in a high-volume environment;
- Excellent client-centered customer service skills;
- Strong interpersonal skills when interfacing with clients and staff;
- Highly motivated, resourceful, open minded, flexible and easily adaptable to change;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Commitment to creating a welcoming and professional inclusive environment for staff and clients;
- Past experience working within a diverse rural community and fast paced working environment, preferred;
- Past experience working in a legal setting is preferred, but not required;
- Previous immigration law experience preferred, but not required;
- Ability to both work independently (with competing deadlines), and collaborate closely with team members;
- Must be punctual: Arriving on time to greet clients by 8:30 AM, after lunch at 1 PM and to drop off mail before 4:30 PM; 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:

Directing 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, please 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 immigrant client populations. Full consideration will be given to those who **apply by September 26th, 2022**, but applications will be accepted on a rolling basis until the positions are filled.