



Bilingual Staff Attorney
Full-Time, Exempt
Wenatchee

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

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks two **full-time bilingual Staff Attorneys** to join our Wenatchee office. Applicants must be fluent in English and Spanish, and additional languages are encouraged. The applicants must be able to start the position as soon as possible. A minimum two-year commitment to the position is expected.

As a staff attorney, you will offer direct representation, individual consultations, and community outreach and education to immigrant community members seeking immigration protections before the U.S. Citizenship and Immigration Services (USCIS) and immigration courts. You may also handle additional immigration matters, including cases involving individuals in immigration detention. **One of the staff attorney positions will focus primarily on conducting intakes and determining potential clients' eligibility for immigration relief (Intake Staff Attorney).**

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 200 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 Wenatchee Office is located in the heart of Washington State, nestled in the foothills of the Cascade mountain range, and at the confluence of the Columbia and Wenatchee Rivers. [The Greater Wenatchee area](#) is home to 116,000 residents. With its scenic orchards and growing wine industry, Wenatchee also boasts easy access to rivers, lakes, hiking trails, and its own downhill ski resort, Mission Ridge. The current staff of 17 serves clients from Central and Northeastern Washington and its client base consists largely of farmworkers and their families.

RESPONSIBILITIES:

All NWIRP staff attorneys are expected to:

- Provide direct representation to individuals in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security;

- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Conduct presentations, workshops, legal clinics, and intakes, by phone and in person;
- Conduct case analysis to determine eligibility for immigration protections/status under the immigration laws;
- 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 up to date;
- 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.

Intake Staff Attorney, who will carry a limited direct representation caseload, will also be expected to:

- Work with the Front Desk Coordinator and Intake Supervisor to facilitate the intake and onboarding process for prospective clients;
- Conduct all initial intakes for prospective clients seeking services with NWIRP's Wenatchee office who meet current case acceptance priorities;
- Analyze and determine eligibility for immigration relief for a portion of intakes conducted;
- Assign remaining intakes conducted to legal staff for their review and determination as to eligibility for immigration relief.

SKILLS AND QUALIFICATIONS:

- Law degree;
- Admission to the bar of any state in the U.S.;
- Demonstrated commitment to immigrant rights and eagerness to support [NWIRP's mission, vision and values](#);
- Excellent writing, communication, interpersonal, and organizational skills;
- Ability to provide trauma-informed and culturally-inclusive legal representation;
- Commitment to creating a welcoming, professional, and inclusive environment for staff and clients, and to working with a diverse community in a challenging environment;
- Fluency in in English and Spanish, and additional languages are encouraged;
- Strong ability to work independently, as well as in a team environment;
- Proficiency in use of web-based software, Microsoft Office applications (including Word and Excel), and web peer-to-peer communication platforms; familiarity with G-suite tools (Google Docs, Google Sheets and Gmail);
- Prior immigration law and removal experience (preferred for Staff Attorney; 2 years required for Intake Staff Attorney);
- Prior experience working with survivors of domestic violence or sexual assault is preferred;
- Experience handling a high-volume caseload preferred;
- Sound judgment and decision-making skills;
- Strong organizational skills;
- Ability to take on a substantive caseload, 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. Occasional work in a detention center environment.

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:

These are exempt, salaried positions, and the minimum annual salary for candidates awaiting admission to the Bar is currently \$84,508.11. Candidates with no relevant experience, but admitted to the Bar, qualify for an annual salary of \$87,362.92. Salaries increase for staff attorneys with specific experience. For example, candidates with 20 years of relevant experience will earn \$127,560.20 annually, and the current maximum salary, based on 40 years of experience, is \$155,214.80 annually.

NWIRP is proud to be a unionized employer, and these **full-time** positions are covered by NWIRP's Collective Bargaining Agreement (CBA). NWIRP offers a generous benefits package, which currently includes:

- 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 (15 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 Wenatchee office.

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

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 candidate for this role;
2. What challenges you recognize as barriers to providing legal advocacy to immigrant community members;
3. Whether you wish to be considered for only one or both positions: Staff Attorney and Intake Staff Attorney.

Applications will be accepted on a rolling basis until the positions are filled.