



WINTER / SPRING 2023

INTERNSHIP

TACOMA, WA

UNPAID - REMOTE

Northwest Immigrant Rights Project seeks applications for winter/spring internship positions to join the Tacoma office. **Interns will be asked to commit to 10 hours per week for these virtual internships for a period of 6 months.** We are looking for interns for the following internship period: **January to June 2023.** 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 and if applicable. Interns will have direct exposure to a fast-paced work environment centered on immigration law and advocacy.

Full consideration will be given to applications received by **December 11th, 2023.** Applications will be considered on a rolling basis until positions are filled, so early submission is recommended.

NWIRP's Tacoma office provides legal services to up to 1,575 immigrants detained at the Northwest ICE Processing Center (NWIPC), 85% of whom are unrepresented. The Tacoma office also provides services to immigrants in the Tacoma and South Sound area as they navigate the immigration process.

This internship position will directly assist one or more of the following units in our Tacoma office:

- **Tacoma & South Unit (TSU)** – TSU provides direct representation, pro se assistance, outreach, and education to non-detained individuals throughout Tacoma, South Sound, Olympic Peninsula, and southwestern Washington. TSU attorneys and legal advocates represent children before Washington State Courts and USCIS in applications for Special Immigrant Juvenile Status (SIJS) and asylum. They also represent children and adults in diverse applications before the Seattle Immigration Court, including asylum, and before USCIS, including relief for survivors of violent crimes and human trafficking.
- **Legal Orientation Program (LOP)** – LOP provides pro se legal orientation and assistance to individuals detained at the NWIPC through individual intakes and group Know Your Rights presentations. LOP offers detained immigrants basic information about forms of relief from removal (deportation) and how to navigate the court process, represent themselves in immigration court (proceed pro se), and obtain legal representation. In addition to working with pro se detained individuals, LOP attorneys and accredited representatives also provide direct representation to detained clients in removal proceedings before the Tacoma Immigration Court.
- **Detained Immigrant Advocates (DIA) Unit** – DIA provides direct representation to detained immigrants in removal proceedings before the Tacoma Immigration Court in bond and merits proceedings. DIA attorneys and legal representatives represent clients in a variety of reliefs before the Tacoma Immigration Court, including applications for asylum and other fear-based relief, cancellation of removal, waivers, and adjustment of status, and before USCIS, including applications for survivors of violent crimes and human trafficking.

The Tacoma office processes the following case types: Asylum, Withholding of Removal, Protection under the Convention Against Torture (CAT), Special Immigrant Juvenile Status (SIJS), Cancellation of Removal for Permanent Residents, Cancellation of Removal for Non-Permanent Residents, Self-petitions under VAWA, U visas, T visas, VAWA applications for adjustment of status, and removal defense for survivors of violence.

## 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 email [HR@nwirp.org](mailto:HR@nwirp.org) for any accommodation requests.

## RESPONSIBILITIES

Legal assistant interns will work under the supervision of staff attorneys and advocates at our Tacoma office. Intern responsibilities may include the following:

- Translate documents;
- Perform administrative tasks related to grant reporting and other requirements;
- Conduct online country conditions research;
- Assist on various tasks regarding intake processing including records requests 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;
- Assist with application and declaration transcription;
- Follow up with clients or detained immigrants by phone to gather or clarify information;
- Maintain case files and document control, tracking, and tracing;
- Review and edit documents for accuracy and completeness;
- Review and calendar phone messages and court deadlines; and
- Perform other tasks as assigned by supervisory staff as needed.

## PROFESSIONAL REQUIREMENTS

- Demonstrated commitment to immigrant rights and willingness to support NWIRP's [mission, vision and values](#);
- **Minimum** commitment of 10 hours a week between January through June;
- Availability to fulfill internship hours within NWIRP's business hours (Monday – Friday, 9:00A – 5:00P);
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Commitment to working in a diverse working environment;
- Ability to manage multiple tasks and to manage deadlines;

- Strong organizational skills and ability to work independently as well as collaboratively;
- Substantial proficiency in the use of web-based software, MS Word, and MS Excel;
- A second language is not required but fluency in English and one other language is preferred. Spanish is preferred due to our client needs, but any additional language(s) is a plus.
- **Physical demands:** While performing the duties of this job, the intern is regularly required to be stationary as well as move throughout the office or external offices; communicate over the phone; and operate keyboards, computers, and other peripherals. Due to office closures, the internship will be remote and therefore have the ability to work remotely on these tasks.
- **Emotional demands:** While performing the duties of this job, the intern 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 applicants with a high school degree or higher. Applicants should have a sense of humor, 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 sending a cover letter and resume to the following [link](#).

Full consideration will be given to applications received by **December 11th, 2023**. Applications will be considered on a rolling basis until positions are filled, so early submission is recommended.