



TEMPORARY STAFF ATTORNEY POSITIONS

VAWA Unit in Seattle, WA

Tacoma & South Unit in Tacoma, WA

Full Time, Exempt

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

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 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.

VAWA Unit in Seattle, WA

The VAWA Unit is located in NWIRP's Seattle office and provides legal assistance to community members through (1) direct representation (2) individual consultations; and (3) community education. The Unit's focus is on providing representation in cases involving U and T visa petitions, VAWA self-petitions, adjustment of status applications, and other forms of immigration protections before U.S. Citizenship and Immigration Services (USCIS) and the immigration court in Seattle.

Tacoma and South Unit (TSU) in Tacoma, WA

The Tacoma and South Unit (TSU) is located in NWIRP's Tacoma office and provides direct legal services, outreach, and education throughout Pierce County, southwest Washington, and the Olympic and Kitsap Peninsulas to youth and adults facing removal (deportation) proceedings or applying for various forms of immigration protection before USCIS, including Special Immigrant Juvenile Status (SIJS), Asylum, VAWA Self-petitions, U visas, T visas, Consular Process, and Adjustment of Status. TSU attorneys who are licensed to practice in Washington State also handle Washington State court proceedings related to a youth's eligibility for SIJS.

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks **full-time bilingual attorneys** to provide direct representation, individual consultations, and community outreach and education to immigrant community members in Washington State temporarily for a period of at least 11 months (up to 1 year). Placed in NWIRP's Seattle or Tacoma offices, the applicants must be fluent in English and another

language (Spanish is a preferred language in addition to English, but we will consider other bilingual candidates).

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. The position will be eligible for a hybrid work model, with an expected two days in the office per week (but the candidate may choose to be fully in the office).

As a temporary staff attorney, in either Seattle or Tacoma, your role will be primarily to cover existing caseloads, providing individual consultations and direct representation to clients seeking immigration protections before USCIS and the immigration courts in Tacoma and Seattle, the Board of Immigration Appeals, and the Ninth Circuit Court of Appeals. The temporary staff attorney will be managing a high-volume workload with complex legal issues in immigration and criminal law.

This position is expected to travel to immigration courts in Seattle or Tacoma and USCIS offices in Seattle, Spokane, or Yakima in Washington State (and occasionally in Portland, Oregon). A valid driver's license will be required in order to meet these expectations. The position may involve evening and weekend work hours.

The staff attorney may also be assigned work relating to other immigration matters, including cases of people in immigration detention.

A minimum commitment of 9 months to the position is required. The selected candidates must be able to start the position by November 2022 in Tacoma and December 2022 in Seattle.

BENEFITS AND COMPENSATION:

This temporary position is not covered by NWIRP's Collective Bargaining Agreement. The beginning annual salary for licensed attorneys with no prior experience is \$72,490.34 and is higher for attorneys with specific types of experience. For example, for someone with 10 years of qualifying experience, the annual salary would be \$95,302; 20 years = \$110,948. NWIRP also offers the following benefits:

- Fully paid health, vision & dental plans for employee-level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- Employer contribution of 3% of salary to 403(b) retirement plan
- Generous paid health-related and vacation (16 days during your first year)
- 14 paid holidays with the ability to float 5 holidays
- Subsidized transit pass if based out of Seattle; parking access in Tacoma
- Employer-paid disability/life/AD&D coverage; Long-term care insurance
- Eligibility to earn compensatory time
- Opportunities for paid professional development

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.

RESPONSIBILITIES:

All 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 intakes, by phone and in person, and interview clients to gather or clarify information;
- 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 legal 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.

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.

SKILLS AND QUALIFICATIONS:

- Law degree;
- Admission to the practice of law in a U.S. State (or having passed a State Bar and awaiting admission);
- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's [mission, vision, and values](#);
- Fluent in English **and a second language** (see specific needs above) (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 provide trauma-informed and culturally inclusive legal representation;
- Prior experience working with survivors of domestic violence or sexual assault is preferred;
- Previous work with remote legal assistance is preferred;
- Special consideration will be given to attorneys with at least two years of prior relevant legal experience;
- Have a strong sense of judgment and decision-making;
- Strong organizational skills;
- 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; Familiar 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.

REPORTS TO:

Supervising 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 indicate the position(s) and locations you would like to be considered for, and 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 October 21, 2022**, but applications will be accepted on a rolling basis until the positions are filled.