



Position Title:

Jesuit Volunteer/AmeriCorps Member

Position Description:

Engage in a meaningful year of service and community with JVC Northwest! For one year, Jesuit Volunteer (JV)/AmeriCorps members serve local organizations across the Pacific Northwest, helping them address a pressing community need that they've identified.

By living together in intentional community, JV/AmeriCorps members lean on each other for personal growth in the four core values of community, simple living, social and ecological justice, and spirituality/reflection.

Here at Northwest Immigrant Rights Project (NWIRP) we are looking to fill the following roles with a JV/AmeriCorps member for the 2023-24 service year that begins in August.

Asylum Unit, Seattle

Asylum Intake and Legal Coordinator

NWIRP's Asylum Intake and Legal Coordinator will provide critical legal services to low-income asylum seekers from around the world. The Asylum Intake Coordinator will interview asylum seekers, write narratives of their reasons for fleeing their home countries, and, with the assistance of the supervising attorney, analyze their eligibility for immigration protections through asylum.

Children and Youth Advocacy Program, Seattle

CYAP Intake Coordinator

The Children and Youth Advocacy Program (CYAP) at NWIRP works on behalf of both accompanied and unaccompanied immigrant youth who need legal assistance with their immigration status. The CYAP Intake Coordinator will fulfill a critical piece of this process by screening children and youth for immigration relief and assisting in the preparation of immigration and family law/juvenile law petitions. The CYAP Intake Coordinator will also assist with screening, case management, and intakes for young immigrants eligible for the Deferred Action for Childhood Arrivals (DACA) program, including coordination of legal clinics.

The CYAP Intake Coordinator will fill the critical, unique role of coordinating intakes for CYAP. NWIRP relies on critical support from staff at all stages of legal assistance, from greeting clients and screening cases to scheduling intakes and coordinating the collection of documents; from conducting intakes to providing advice/counsel or taking on a case for direct representation. The CYAP Intake Coordinator plays an essential role in the earlier stages of the process, ultimately enabling us to ensure that we provide quality service to as many children and youth as possible in this time of significant need for our communities.

Tacoma & South Unit, Tacoma

TSU Intake and Legal Coordinator

The Intake and Legal Coordinator will serve in a supportive environment with other members of the Tacoma and South Unit (TSU). Under attorney supervision, the Tacoma and South Unit Intake and Legal Coordinator will be responsible for answering phone calls to the TSU hotline, responding to voicemails,



and providing brief support to non-clients with questions about the immigration process. The JV will greet potential clients, pre-screen clients for eligibility for NWIRP services, and maintain and coordinate our intake waitlist system for the whole unit. A typical day may also include requesting documents from potential clients, drafting forms and declarations, preparing application packets to file with U.S. Citizenship and Immigration Services, reviewing mail and files, and maintaining the electronic case management system for potential clients.

TSU Rural Outreach Specialist

The Rural Outreach Specialist position will specifically focus on opening accessibility across the mostly rural region and reducing our service wait time. This position involves building partnerships with community organizations and coordinating and assisting in outreach opportunities. Additionally, the JV will conduct 10-20 intakes per month with potential clients. Under attorney supervision, the JV will be responsible for researching and conducting outreach, completing intakes, and providing pro se assistance to potential clients. A typical day might consist of meeting with clients to draft forms and declarations, returning phone calls and emails to partner organizations, mailing documents to clients for signatures, preparing application packets to file with U.S. Citizenship and Immigration Services, reviewing mail and files, and maintaining the electronic case management system.

As a service fellow, you will help us meet our mission of advancing immigrant rights. We are actively seeking advanced or fluent Spanish speakers to fill these roles, but will consider other languages.

All JV/AmeriCorps members will be provided with a living stipend, communal housing, health insurance, potential student loan forbearance, and a \$6,895 AmeriCorps Education Award to be used towards future tuition or to pay back qualified student loans.

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 130 and an annual budget of \$20 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.

Service Dates:

August 7, 2023 through July 31, 2024

How to Apply:

Apply at www.jvcnorthwest.org.

Application Process:

JVC Northwest has a thorough and intentional process for matching applicants with the best service



placement for them among our 100+ positions across the Northwest. Applying to JVC Northwest does not mean that you are guaranteed to serve with Northwest Immigrant Rights Project, but rather that you will be considered for a variety of service placements. Placements are made based on your interests, skills, and experience.

Requirements:

JV/AmeriCorps members must be 21 or older on August 7 and cannot be married or have dependents. JV/AmeriCorps members commit to living in intentional community alongside fellow volunteers.

Contact:

Reach out to Chris Suriano at recruitment@jvcnorthwest.org.