



## BILINGUAL LEGAL ADVOCATE POSITION

General Intake Unit

Seattle, WA

Full-time, non-exempt

<https://www.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 litigation 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 services providers. NWIRP has a staff of over 130 and an annual budget of over \$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.

#### NWIRP’s General Intake Unit:

NWIRP’s General Intake Unit focuses on providing intakes to community members who seek brief legal immigration services and assists in gathering additional documentation and information to analyze all possible forms of immigration protections. In addition to supporting the initial intake process and intake analysis, the General Intake Unit makes case referrals to other NWIRP units and provides *pro se* assistance (brief services) to people applying for certain types of immigration protections, such as employment authorization, Temporary Protected Status (TPS), and other brief services.

### SUMMARY

NWIRP seeks a **full-time bilingual legal advocate** to provide support to our General Intake Unit and serve as the organization’s on-the-ground person for emerging community needs. Applicants must be fluent in English and another language and must be able to start their position as soon as possible. Under the supervision of an attorney, the legal advocate will conduct intakes, support community outreach and education, and assist in responding to urgent community needs in Washington State. The legal advocate may also be assigned work relating to other immigration matters.

The legal advocate will be placed in the General Intake Unit and will work out of NWIRP’s Seattle office. The anticipated hours of work are Monday – Friday, 9 am – 5 pm, with a 30 – 60 minute unpaid lunch break. Under NWIRP’s current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption). 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). A minimum two-year commitment to the position is preferred.

This position is expected to travel to client meeting locations, primarily in the Seattle area. A valid driver's license will be required in order to meet these expectations. The position may involve evening and weekend work hours.

## **BENEFITS AND COMPENSATION**

As of the date of this posting, the beginning annual salary is \$64,281.53 (\$35.32 per hour) and is higher depending on years of directly relevant experience. For example, if you have 10 years of directly relevant experience the annual compensation would be \$75,314.75 (\$41.38 per hour); 20 years would be \$86,032.10 (\$47.27 per hour).

NWIRP is proud to be a unionized employer and this full-time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee-level coverage with employer-funded HRA and HSA options. Employer pays 50% of premiums for dependent coverage
- Health Care and Dependent Care FSA accounts
- Automatic, Employer contribution of 3% to 403(b) retirement plan
- Generous paid vacation (16 days during your first year)
- Generous paid health-related leave (12 days per 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 coverage; 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 relocation benefits, per the CBA

NWIRP is also an eligible employer under the Federal Public Service Loan Forgiveness program.

Legal advocates at NWIRP have the opportunity to become Accredited Representatives through the Department of Justice's Recognition and Accreditation Program.

## **COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION**

NWIRP 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, immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, or 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, 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

Under attorney supervision:

- Assist with emerging community needs, including on-site visits to community shelter locations. Conduct need assessments, building relationships with client communities and community partners;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Search for and retrieve public and private records such as birth certificates or criminal histories;
- Assist in conducting case analysis to determine eligibility for immigration protection/status under the immigration laws;
- Assist in providing consultations and direct representation, preparing and submitting immigration forms and supporting documents to immigration courts, U.S. Citizenship and Immigration Services (USCIS), or other immigration agencies;
- Provide *pro se* assistance;
- Work directly with community partners to receive referrals and connect clients to appropriate resources;
- 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;
- Maintain document control, tracking and tracing;
- Translate documents;
- Review and edit documents for accuracy and completeness;
- 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, 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: physical, verbal and emotional abuse, including domestic abuse and child abuse; discrimination; neglect and abandonment of children; violence; and psychological trauma.

## PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Demonstrated commitment to advancing and defending the rights of immigrants and refugees and willingness to support NWIRP's [mission, vision, and values](#);
- Fluent in English and another language (Spanish is preferred; additional languages are encouraged);
- Commitment to creating a welcoming and professional, inclusive environment for staff and clients;
- Familiarity working with interpreters (preferred);
- 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 assist in the provision of trauma-informed and culturally inclusive legal representation;
- Ability to work independently (with competing deadlines) as well as in a team environment;
- Good judgment and decision-making;
- Strong organizational skills;
- Previous immigration law experience (preferred);
- Previous experience with deportation defense work (preferred);
- Proficiency in the use of web-based software, Microsoft Office applications, including Word and Excel, and web peer-to-peer communications platforms; familiar with G-suite tools like Google Docs, Google Sheets, and Gmail; and
- A valid driver's license as the position involves some travel.

## REPORTS TO

General Intake Supervisor

## 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 makes 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 community members. Full consideration will be given to those who apply by December 17, 2023, but applications will be accepted on a rolling basis until the position is filled.