



LEGAL ADVOCATE POSITION
Violence Against Women Act (VAWA) Unit
Seattle, WA
Full time, non-exempt
<https://nwirp.org/jobs>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a full time **Spanish-speaking legal advocate** to join the Violence Against Women Act (VAWA) unit in Seattle, WA. The applicant must be fluent in English and Spanish.

The VAWA unit currently provides direct services, outreach and education throughout the state of Washington to immigrant survivors of domestic violence and other crimes. The unit processes the following case types: Self-petitions under VAWA, U visas, T visas, VAWA applications for adjustment of status, and removal defense for survivors of violence. The legal advocate will also work with other staff members on different types of immigration cases as needed.

Beginning salary for candidates with no experience is \$45,833 (\$25.18/hr) and is higher depending on years of directly relevant experience. For example, for someone with 10 years of directly relevant experience the annual salary would be \$58,811; 20 years = \$71,277.”] 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 100% of premiums for excellent health, vision and dental plans; 3% employer retirement contributions; disability/life/AD&D coverage; annual leave of 16 paid vacation days, 13 paid holidays, 12 paid health-related days; subsidized transit pass; 12 weeks of paid parenthood leave after 6 months of employment; partially paid sabbatical after 6 years of employment.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to diversity. We **strongly encourage** applications from people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and other underrepresented and historically marginalized groups.

Our goal is to have a diverse Board, Staff, and Volunteer base that is reflective of the communities we serve. We believe having a Board, Staff and Volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates a vibrant environment where all members of the NWIRP community thrive.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. 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.

RESPONSIBILITIES:

- Under the supervision of attorneys, prepare immigration forms, applications, and supporting documents;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Provide support to VAWA unit staff attorneys and accredited representatives;
- Provide support to other staff members as needed;
- Work directly with NWIRP's DVSA community partner agencies, as assigned, to conduct intakes and provide representation;
- Participate in and coordinate outreach and educational workshops;
- Translate documents;
- Establish, organize and maintain files;
- Maintain document control, tracking and tracing; review case files;
- Search for and retrieve public and private records such as birth certificates or criminal histories;
- Review and edit documents for accuracy and completeness;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP's outreach, community education and development efforts; and
- Other tasks as assigned.

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. **Emotional demands:** While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited to, discrimination, domestic abuse and violence.

SKILLS AND QUALIFICATIONS:

- Demonstrated commitment to advancing and defending the rights of immigrants and refugees and willingness to support NWIRP's [mission, vision, and values](#);
- 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;
- Fluent in English and Spanish;
- Previous immigration law experience preferred;
- Previous work experience with survivors of domestic violence or sexual assault desired;
- Strong organizational skills and ability to work independently; and
- Proficiency in use of web-based software, MS Word and MS Excel

REPORTS TO:

Directing Attorney, Seattle VAWA Unit

TO APPLY:

Please send your cover letter, resume and references to: vawalegaladvocate@nwirp.org with the subject "Bilingual Legal Advocate - Seattle". Full consideration will be given to those who apply by July 11, 2019 but applications will be accepted on a rolling basis until the position is filled.

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 130 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 100 and an annual budget of over \$12 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.