



**LEGAL ADVOCATE POSITION**  
**Legal Orientation Program**  
**Tacoma, WA**  
**Full time, non-exempt**  
<https://nwirp.org/jobs>

## **SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a **Spanish-speaking legal advocate** to join the Legal Orientation Program as a full time legal advocate in Tacoma, WA. The applicant must be fluent in English and Spanish. The legal advocate will work mainly with individuals detained at the Northwest Detention Center, a regional immigration detention facility that houses up to 1,575 community members. The applicant must be able to start the position by August, 2019.

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:**

- Conduct weekly presentations in Spanish and English to persons detained at the immigration detention center in Tacoma, WA
- Conduct intakes in one-on-one sessions with detained individuals under the supervision of staff attorneys
- Conduct self-help workshops for unrepresented detained individuals seeking relief from removal

- Assist in maintenance of the schedule for daily detention center visits, record phone and email messages regarding detained individuals to be seen, and provide other administrative support for the LOP program, including creating information packets, maintaining files, etc.
- Perform data entry regarding the services provided at the Northwest Detention Center, including the preparation of monthly status reports
- Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system
- Perform other tasks as assigned by supervisory staff

**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:

- Excellent written and oral communication skills
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- Must be fluent in Spanish and English
- Commitment to working in a diverse and challenging working environment
- Comfort working with strict deadlines and multiple tasks
- Strong organizational skills and ability to work independently
- Proficiency in use of MS Word, MS Excel and MS Access

### REPORTS TO:

Supervising Attorney – Legal Orientation Program (LOP) Unit

### TO APPLY:

Please send your cover letter, resume and references to: [tacomaadvocate@nwirp.org](mailto:tacomaadvocate@nwirp.org) with the subject “2019 Tacoma LOP Legal Advocate Position - NAME”. Applications will be accepted until the position is filled but for full consideration please apply by July 10, 2019.

### 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.