

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **Spanish-speaking attorney, or law graduate taking the July 2019 bar examination** to provide direct representation and community outreach and education to individuals seeking legal assistance in a variety of affirmative and defensive immigration matters. This position will be based in NWIRP's Wenatchee Office.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; (3) self-help assistance in the form of community workshops and legal clinics; and (4) community education. The attorney will provide legal representation in various matters, but will focus on 1) defending individuals in removal proceedings; 2) representing victims of crime in applying for immigration benefits (including self-petitions, U visas, T visas, and other forms of relief); and 3) representing community members seeking immigration status through family visa petitions. The attorney may also be assigned work relating to other immigration matters as needed.

Beginning annual salary is \$62,017 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be \$84,644; 20 years = \$100,355.

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:

- Provide direct representation to clients 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
- 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
- Participate in NWIRP's fundraising efforts
- Participate in NWIRP's outreach, community education, and development efforts
- Perform administrative tasks related to grant reporting and other requirements
- Other responsibilities may be assigned 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. **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:

- Law degree
- Admission to the bar of any state in the U.S. (or planning to sit for July 2019 bar exam)
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- Fluent in English and Spanish
- Commitment to working in a diverse working environment
- Excellent written and oral communication skills
- Strong organizational skills and ability to work independently
- Proficiency in use of MS Word and MS Excel
- The applicant must have a valid driver's license as the position involves some travel.

REPORTS TO:

Directing Attorney, Wenatchee Office

TO APPLY:

Send cover letter, resume and references to: wenatcheeattorney@nwirp.org with the subject "Staff Attorney Application Wenatchee - NAME". Applications will be considered on a rolling basis until the position is filled.