

SUMMARY OF POSITION:

The Northwest Immigrant Rights Project (NWIRP) seeks a legal advocate to work in its Tacoma office. The applicant must be fluent in English and Spanish. The advocate will work mainly with individuals detained at the Northwest Detention Center, a regional immigration detention facility that houses up to 1575 detainees. The advocate will be part of a team providing pro se and direct immigration legal services to those detained at the detention center and will play a key role in gathering data, tracking case progress and creating monthly status reports on services provided to individuals at the Northwest Detention Center. The advocate will also support pro bono referral efforts. This position will also include assisting in case preparation and evidence gathering for high-volume workloads.

LOCATION:

This position is located in the Tacoma office of the Northwest Immigrant Rights Project.

RESPONSIBILITIES:

- Support NWIRP staff and pro bono attorneys in pro se and direct representation of clients in removal and bond proceedings, including meeting with people detained at the Northwest Detention Center;
- Develop and maintain data and information regarding the services provided at the Northwest Detention Center, including the preparation of monthly status reports;
- Perform administrative tasks;
- 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; and
- Perform other tasks as assigned by supervisory staff.

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

- Excellent written and oral communication skills;
- Demonstrated values in advancing and defending the legal rights of low income immigrants;
- 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; and
- Proficiency in use of MS Word, MS Excel and MS Access.

Beginning salary for candidates with no relevant experience is \$43,036 (\$23.65/hr.) and is higher depending on years of directly relevant experience. This position will receive a 5% raise on 1/1/2019 and a yearly raise on the anniversary of their start date. This position is full time: 35hrs/week, M-F, 9-5, 60 min. lunch. It is part of NWIRP's collective bargaining unit and offers a generous benefits package, including 100% premiums for excellent health, vision & dental plans; 3% employer retirement contributions; paid vacation, parental, and health-related leave; subsidized transit pass; disability/life/AD&D coverage.

TO APPLY:

Send cover letter, resume and references to: tacomaadvocate@nwirp.org with the subject "2018 Tacoma Bilingual Legal Advocate Position - NAME". Position is open until filled. **Full consideration will be given to those who apply by October 28, 2018, but applications will be accepted on a rolling basis until position is filled.**

COMMITMENT TO DIVERSITY:

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity.

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. We strongly encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other underrepresented and historically marginalized groups.

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.