

December, 2018



BILINGUAL STAFF ATTORNEY POSITION
Granger, WA

SUMMARY

The Northwest Immigrant Rights Project (NWIRP) seeks a Spanish speaking **bilingual staff attorney**, or law graduate, taking the July 2019 bar examination, to provide direct representation, community outreach and education to individuals seeking legal assistance in a variety of immigration matters.

This position is based in NWIRP's Granger Office, which is located in Granger, WA, a city of over 3,000 people located in a rural area 25 miles southeast of Yakima. From this location, the office serves clients from across Central and Eastern Washington. The office has a staff of ten and serves a client base consisting largely of farmworkers and their families.

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 focus on providing representation and legal assistance on a wide range of immigration cases including matters involving removal proceedings, Special Immigrant Juvenile Status (SIJS) petitions and applicable state court custody matters, asylum applications, protections for survivors of domestic violence and other crimes (including U visas), and citizenship applications. The staff attorney may also be assigned work relating to other immigration matters.

REPORTS TO

Granger Directing Attorney.

RESPONSIBILITIES

- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Provide direct representation to persons in removal proceedings, and state custody proceedings;
- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English;
- Provide direct representation and other forms of legal assistance to individuals in a wide range of immigration matters;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP's outreach, community education and development efforts;
- Perform other tasks as required and directed by supervisory staff.

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PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

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

Salary is dependent on experience. Beginning yearly salary for someone admitted to practice is \$58,232 in 2018 and \$62,017 in 2019. 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, paid vacation and health-related leave; position-related travel reimbursement; bar dues; extensive training. This is a full-time position covered by a collective bargaining agreement.

TO APPLY

Send cover letter, resume and references to: grangerattorneyposition@nwirp.org with the subject "Staff Attorney Application - NAME". Full consideration will be given to those who apply by January 7, 2019, 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.