

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) will host a fellow (licensed attorney) over 8 months as part of the Equal Justice Works Crime Victims Justice Corps. The fellowship will begin on or about November 15, 2019 and end on July 31, 2020.

The Equal Justice Works Crime Victims Justice Corps is a legal fellowship program designed to increase capacity and access to civil legal help for crime survivors. A cohort of approximately sixty fellows are placed at nonprofit organizations across the country to provide direct representation to survivors of crimes, including human trafficking, fraud/identity theft, campus sexual assault, and hate crime, and immigrant survivors of crime with meritorious claims for immigration relief, and outreach and education to community partners. All fellows will incorporate crime survivors' rights enforcement into their practice and will receive training from the National Crime Victim Law Institute and other training and technical providers.

This program is supported by an award from the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime, Award Number 2017-MU-MU-K131, and private funding. The fellow will be supervised by NWIRP and based in Tacoma, Washington.

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.

This full time position is not covered by NWIRP's Collective Bargaining Agreement. However, NWIRP offers a generous benefits package to fellows, including 100% of premiums for excellent health, vision and dental plans; 3% employer retirement contributions; annual leave of 16 paid vacation days, 13 paid holidays, 12 paid health-related days; 12 weeks of paid parenthood leave after 6 months of employment.

NWIRP is a nationally-recognized immigration legal services organization with four offices in Washington State. NWIRP's mission is to promote justice by defending and advancing the rights of immigrants through direct legal services, systemic advocacy, and community education. NWIRP provides direct legal representation and assistance in immigration matters to over 20,000 people with low incomes from over 170 countries, speaking over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. 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 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. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

RESPONSIBILITIES:

- Conduct intakes, by phone and in person, and interview clients to gather or clarify information
- Establish, organize, and maintain files
- Provide direct legal services to immigrant survivors of human trafficking
- Provide direct representation to survivors of human trafficking in immigration removal proceedings
- Provide direct representation to survivors of human trafficking submitting affirmative applications with U.S. Citizenship and Immigration Services and the Department of State
- Conduct presentations, workshops, legal clinics and individual consultations in English and at least one other language
- Provide support to NWIRP staff on cases dealing with humanitarian protections for survivors of human trafficking
- Participate in NWIRP's outreach, community education and development efforts
- Perform other tasks as required and directed by supervisory staff
- Contribute to programmatic reporting required under the federal award
- Collaborate with other Equal Justice Works Crime Victims Justice Corps Fellows
- Actively participate in training calls with the National Crime Victim Law Institute; complete two online onboarding trainings; and attend a learning event at the end of the Fellowship.

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:

The ideal candidate will possess the following qualifications:

- Law degree
- Admission to the bar of any state in the U.S.
- Demonstrated commitment to immigrant rights and willingness to support NWIRP's mission, vision, and values
- A demonstrated commitment to public interest work and desire to assist crime survivors
- Strong writing, communication, interpersonal, and organizational skills
- An ability to provide survivor-centered, trauma-informed, and culturally competent legal assistance to crime survivors
- An ability to work collaboratively in a variety of contexts and with multiple organizations to facilitate comprehensive services to crime survivors
- Ability to begin the fellowship by on or about November 14, 2019 and serve for 8 months
- Prior experience working with survivors of human trafficking, domestic violence, or sexual assault strongly preferred

- Fluency in English and Spanish strongly preferred
- Proficiency in use of web-based software, MS Word and MS Excel

REPORTS TO:

NWIRP Tacoma and South Unit Supervising Attorney

TO APPLY:

Send cover letter, resume and references to: EJWfellowship@nwirp.org with the subject "EJW Fellow Application - Tacoma". Full consideration will be given to those who apply by October 24, 2019, but applications will be accepted on a rolling basis until position is filled.