



STAFF ATTORNEY POSITION
BILINGUAL (Spanish/English)
DETENTION AND REMOVAL DEFENSE
Tacoma, WA, full time, exempt
<https://nwirp.org/jobs>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **Spanish-speaking attorney** to work with individuals detained at the Northwest Detention Center, a regional immigration detention facility that houses up to 1,575 detainees. The attorney will be providing legal representation and assistance to individuals in removal proceedings.

The attorney will provide legal services under the Legal Orientation Program ("LOP"), which is funded by the Executive Office for Immigration Review and managed by the Vera Institute. Through the LOP, NWIRP staff give detained individuals essential information about court procedures and available options for legal relief prior to their immigration hearing. The LOP consists of four primary components: (1) group orientations; (2) individual sessions; (3) self-help training in the form of pro se workshops; and (4) referral of cases to pro bono attorneys. Information about the LOP can be found at the Department of Justice website (<http://www.justice.gov/eoir/probono/probono.htm>) and the Vera Institute website (<http://www.vera.org/project/legal-orientation-program>).

The attorney will also provide direct representation to detained persons in removal proceedings, including representation at the Tacoma or Seattle Immigration Courts, the Board of Immigration Appeals and the Ninth Circuit court of appeals. Between the LOP and direct representation work, attorneys will be managing a high-volume workload with complex legal issues in immigration and criminal law.

Effective 1/1/2020, the beginning annual salary is \$64,201 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 \$87,624; 20 years = \$103,889.

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 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:

- Provide direct representation to detained clients in Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security, under funding separate from LOP;
- Conduct daily presentations, workshops and consultations in Spanish and English to persons detained at the immigration detention center in Tacoma, Washington;
- Conduct self-help workshops for unrepresented detainees seeking relief from removal;
- Communicate regularly with stakeholders from Immigration and Customs Enforcement, the Tacoma Immigration Court, and Geo Group (private contractor for the facility);
- Perform administrative tasks related to LOP;
- Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and refugees;
- Engage in outreach and education in the area of immigrant rights; and
- 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:

- Law degree;
- Admission to the bar of any state in the U.S.;
- 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; and
- Proficiency in use of MS Word, MS Access, and MS Excel.

REPORTS TO:

LOP Supervising Attorney, Tacoma Office

TO APPLY:

Send cover letter, resume and references to: tacomajobs@nwirp.org with the subject "LOP Attorney - NAME". Applications will be accepted until the position is filled, but for full consideration please apply by December 16, 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.