



STAFF ATTORNEY POSITION
ASYLUM UNIT
Seattle, WA
Full time, exempt
<https://nwirp.org/jobs>

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a bilingual (preferably Spanish-speaking) attorney to provide direct representation and other forms of legal assistance to individuals pursuing various forms of immigration relief. Initially this position will be based in the asylum unit of NWIRP's Seattle office, with focus mainly on providing assistance to individuals seeking asylum and related forms of immigration protection. The position may shift to another unit within NWIRP's Seattle office, and the staff attorney will continue to provide immigration representation to NWIRP clients specific to the particular unit's focus.

The attorney will provide legal assistance to community members through: (1) direct representation; (2) individual consultations; (3) case referrals to pro bono attorneys; (4) self-help assistance in the form of community workshops; and (4) community education. The attorney will focus on representing individuals seeking asylum and related protections, but may work on other immigration matters.

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; 12 weeks of paid parenthood leave after 6 months of employment; and 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 clients before the U.S. Citizenship and Immigration Services, Immigration Court, the Board of Immigration Appeals, other federal agencies, and federal courts
- Conduct case analysis to determine eligibility for asylum and related protections
- Provide information on asylum law and process and pro se (self-help) legal assistance to individuals
- Review intakes to identify cases for referrals to pro bono attorneys
- Conduct intakes and individual consultations
- Maintain a working knowledge of significant policies, laws, and trends in immigration law, particularly as it impacts asylum seekers, asylees, and refugees
- Engage in NWIRP's outreach, community and legal education, and development efforts
- Provide case support to other staff members on asylum and related matters
- Perform related administrative tasks, such as case tracking and management, and other tasks as required and directed by supervising staff
- Participate in NWIRP's outreach, community education and development efforts
- Perform other tasks as required and directed 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; and 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 advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- Strong writing, communication, interpersonal, and organizational skills
- An ability to provide survivor-centered, trauma-informed, and culturally competent legal assistance to crime survivors
- Fluency in English and Spanish strongly preferred
- Strong ability to work independently
- Proficiency in use of web-based software, MS Word, and MS Excel

REPORTS TO:

Supervising Attorney of asylum unit

TO APPLY:

Send cover letter, resume, and references to asylumposition@nwirp.org with the subject "Asylum Staff Attorney – NAME." Position is open until filled, with a preference for the attorney to start in March 2020.

Full consideration will be given to those who apply by February 10, 2020, but applications will be accepted on a rolling basis until position is filled.

ABOUT NWIRP:

NWIRP is a nationally-recognized immigration legal services organization with four offices in Washington State. Our 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 160 countries, speaking over 70 different languages. NWIRP challenges unjust policies through high-impact lawsuits, and advocates for laws and policies that respect the rights of immigrants.