



**BILINGUAL (Spanish/English)  
STAFF ATTORNEY POSITION**  
Granger, WA  
Full time, exempt  
<https://nwirp.org/jobs>

## **SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking attorney, or law graduate who took the July 2019—or will take the Winter 2020—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 as needed.

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; 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:

- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Establish, organize, and maintain files;
- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Provide direct representation to persons in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security;
- Provide direct representation to persons in state custody proceedings, as needed;
- Provide direct representation and other forms of legal assistance to individuals in a wide range of immigration matters;
- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English;
- 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.

**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, or commitment to taking the Winter 2020 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

## REPORTS TO:

Supervising Attorney, Granger Office

## TO APPLY:

Send cover letter, resume and references to: [grangerattorneyposition@nwirp.org](mailto:grangerattorneyposition@nwirp.org) with the subject "Staff Attorney Application - NAME". Full consideration will be given to those who apply by January 31, 2020, but applications will be accepted on a rolling basis until position is filled.