

August 2018



ATTORNEY POSITION
Seattle, WA

SUMMARY

Northwest Immigrant Rights Project (NWIRP) seeks a full-time **bilingual staff attorney** to work with individuals in the **naturalization and citizenship unit** in **Seattle, Washington**.

The attorney will provide direct representation to naturalization applicants before U.S. Citizenship and Immigration Services (USCIS). The attorney will manage a high-volume workload with complex legal issues, including criminal immigration analysis. The attorney may also be assigned work relating to other immigration matters.

REPORTS TO

Supervising Attorney – Naturalization and Citizenship Unit

RESPONSIBILITIES

- Provide direct representation to clients submitting affirmative naturalization applications with USCIS, including attending naturalization interviews and appeal hearings
- Provide direct representation to clients referred from USCIS to Immigration Court in immigration removal proceedings and appeals before the Board of Immigration Appeals (BIA)
- Conduct analysis on complex legal issues affecting naturalization cases, including consequences of criminal arrests and convictions
- Perform related administrative tasks including grant reporting and other requirements
- Maintain a working knowledge of significant policies, laws, and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system
- Engage in outreach and community education in the area of immigrant rights
- Provide support to other NWIRP staff on cases
- Participate in NWIRP's development efforts
- Perform other tasks as required and directed by supervisory staff

PROFESSIONAL QUALIFICATIONS, EXPERIENCE, AND ATTRIBUTES

- Law degree
- Admission to the bar of any state in the U.S., awaiting bar results, or ability to take next available bar exam
- Ability to represent clients in a language other than English

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- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- Demonstrated commitment to immigrant rights
- Excellent writing, communication, interpersonal, and organizational skills
- Commitment to working in a diverse working environment
- Strong ability to work independently
- Proficiency in use of web-based software, MS Word, MS Access, and MS Excel

Salary is dependent on experience. Beginning salary is \$58,232 for attorney admitted to practice. 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; subsidized transit pass; position-related travel reimbursement; bar dues; extensive training. This is a full-time position covered by a collective bargaining agreement.

APPLICATION INSTRUCTIONS

Send letter of interest, resume, three references, and a writing sample to: natalie@nwirp.org with the subject "NATZ Attorney Application – NAME". Full consideration will be given to those who apply by September 7, 2018, but applications will be considered on a rolling basis until position is filled.

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity.

We believe that 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.