

# Northwest IMMIGRANT RIGHTS Project

Are you passionate about immigrant rights and eager to contribute to the vital work of the Northwest Immigrant Rights Project (NWIRP), but don't see a current opening that matches your skills? **We'd still love to hear from you!**

Please click "[Apply](#)" to upload a single file document that includes your cover letter, resume, and a list of three references. This will give us the opportunity to consider you for future openings as they arise.

## COVER LETTER INSTRUCTIONS:

In your cover letter, we'd love for you to share your thoughts on the following:

- What type of role are you seeking?
- Why are you passionate about immigrant rights and how does this align with your values?
- What skills and experiences would you bring to the position? What do you hope to learn or achieve by working at NWIRP?
- Do you speak any languages other than English?
- Which office locations are you most interested in? Please rank your preferences from the following: Granger, Wenatchee, Tacoma, and Seattle.

We look forward to learning more about you!

## COMPENSATION AND BENEFITS:

At NWIRP, we are proud to be a unionized employer, with all permanent, non-director level positions covered by our Collective Bargaining Agreement (CBA). *Many of the key provisions of the CBA also apply to temporary staff and directors across the organization.*

The starting salary for non-exempt staff (legal advocates and operations roles) with no relevant experience is \$38.01 per hour (approx. \$69,192.64 annually). For attorneys with no experience who are admitted to practice, the starting salary is \$84,002.81 annually. *Salaries for all positions can increase with specific experience, in line with our Collective Bargaining Agreement (CBA), which governs compensation for all permanent, non-director level positions.*

NWIRP offers a generous benefits package, including:

- Fully paid health, vision and dental premiums for employee level coverage, with employer-funded HRA and HSA options;
- Employer-paid disability, life, AD&D, and long-term care insurance;
- Automatic 3% employer contribution to a 403(b) retirement plan;
- 12 days of paid health-related leave per year;
- 16 days of paid vacation during your first year;
- 14 paid holidays, with the option to float 5 holidays;
- 12 weeks of paid parental leave after 6 months of employment;
- 4 weeks of paid sabbatical after every 5 years of employment at NWIRP;

- Eligibility to earn compensatory time;
- Opportunities for paid professional development;
- Relocation bonus (eligible for new hires, per the CBA);
- Subsidized transit pass for Seattle and Tacoma offices;
- Free onsite parking at Granger, Tacoma, and Wenatchee offices; and,
- NWIRP is an eligible employer for the Federal Public Service Loan Forgiveness (PSLF) program.

#### **ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:**

Founded in 1984, Northwest Immigrant Rights Project (NWIRP) is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. With over 150 employees, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 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 serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

#### **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 individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

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.