

UNDERGRADUATE INTERNSHIP PROGRAM OVERVIEW



LOCATION

1119 Pacific Ave. Suite 1400, Tacoma, WA 98402

DESCRIPTION

The Northwest Immigrant Rights Project's Tacoma office provides legal services to non-detained immigrants in the South Sound region and immigrant detainees at the Northwest Detention Center (NWDC), which holds up to 1575 detainees, 90% of whom are unrepresented. Both the Tacoma office and the NWDC are a 45-minute commute from downtown Seattle.

Interns will work under the supervision of attorneys and advocates at the Tacoma office. The majority of intern projects are completed in the office as our access in the detention center is limited. Intern responsibilities may include the following:

- Translations;
- Online country conditions research;
- Contacting law enforcement agencies for records;
- Creating information packets;
- Logging Detainee Voicemails (must be fluent in Spanish);
- Interpretation for Detainees: in Person
- Clerical Work (filing, data entry, etc.);
- Court Observation (attending hearings and taking notes for NWIRP)
- Assisting with application and declaration transcription

PROFESSIONAL REQUIREMENTS

- Demonstrated commitment to immigrant rights and willingness to support NWIRP's mission, vision and values;
- **Minimum** commitment of ten hours a week for a total of twelve weeks;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner;
- Commitment to working in a diverse working environment;
- Ability to manage multiple tasks and to manage deadlines;
- Strong organizational skills and ability to work independently;
- Substantial proficiency in use of web-based software, MS Word and MS Excel;
- **Applicants proficient in a second language, especially Spanish, are preferred**

ACADEMIC CREDIT

This internship/volunteer opportunity is unpaid, but NWIRP will work with applicants to secure academic credit when possible.

APPLY

Please email a resume and brief cover letter to tacomainternship@nwirp.org expressing interest in the position by adding "Tacoma Undergraduate Internship – NAME – MONTH YEAR" in the subject line. Once we receive your email, we will send you a link to a form to better understand your availability. **Please fill out that form to officially be considered for the position.** Applications will be considered on a rolling basis until positions are filled.

**Keeping families together.
Protecting people from violence.
Standing up to injustice.**

Northwest
**IMMIGRANT
RIGHTS**
Project

NWIRP by the numbers

Every year, we serve more than **20,000** individuals from over **135** countries through representation, education, and litigation.

We work statewide with four offices in Seattle, Granger, Tacoma, and Wenatchee.

We have over **80** staff members and are continuing to grow.

More than **350** volunteer attorneys donate over **11,000** hours to NWIRP cases annually, making our pro bono program the second largest in the state.

We have an annual budget of over **9 million dollars** which includes revenue from individual donors, government grants, and private foundations.

We believe that all people deserve the opportunity to access justice, safety, and the ability to stay together with the ones they love, no matter where they were born or how much money they have.

However, many immigrants are unable to access basic rights simply because they cannot afford an attorney. Without representation, they are left to navigate the legal system on their own, often with dire outcomes. For over 30 years, NWIRP has provided free, high quality legal representation which keeps families together, protects people from violence in their home or home countries, and provides individuals with new opportunities in work and education.

We also work at the systemic level to create lasting change to policy. NWIRP takes on targeted, precedent-setting lawsuits that have challenged and changed unjust immigration policies affecting immigrants regionally and nationally.

Many immigrants are not aware of what their rights are and what resources are available to them. To address this, NWIRP leads community education efforts across Washington State to educate and empower immigrants to learn their rights and the immigration protections that are available to them.



I will always remember the day my NWIRP attorney called me while I was being held at the Northwest Detention Center to tell me that I was going to be set free. The feeling was incredible, I don't have the words to describe it. NWIRP helped me so much. I couldn't go back to Somalia. The people who killed my father are there. Now I am in school, pursuing a bright future.

- Billal