



210 N Ruby Street  
Ellensburg, WA 8926  
&  
209 E Birch Street  
Walla Walla, WA 99362

## **Job Description**

**Position title:** Staff Attorney

**Location:** Hybrid flexibility with offices in Ellensburg and Walla Walla, Washington

**Reports to:** The Executive Director

**Hours:** Monday through Friday, 9 am – 5 pm. This is a full-time position and will require some evenings and weekends.

**Central Washington Justice For Our Neighbors (CWJFON)** was founded in 2018 as part of a network of 19 affiliated immigration legal service provider sites nationwide. We are the only site on the West Coast. As part of our mission and vision, we take a holistic approach to immigrant justice work and focus on advocacy, education, and organizing alongside our legal services to support the building of community-led power and support our immigrant communities. We approach all our practices, both externally and internally, with the expectation and requirement of respect, kindness, and care. The standards of compassion and conscientious care that we implement for our clients are the same standards that we hold ourselves to as an organizational structure. Cultural competency and respect are central to our mission and work.

**We seek a full-time staff attorney.** Our immigration services include removal defense, family-based benefits, and various humanitarian-based immigration matters. This position is based out of our Walla Walla & Ellensburg, WA offices and will require statewide travel. Currently, our office has a hybrid setup. The work is divided between working from home and in-person office work that is dependent on client-based needs. The staff attorney is expected to spend a minimum of one day per week in person at either our Ellensburg or Walla Walla Office and biweekly in-person days at the other office. The office of choice for your primary location will be determined by your proximity to the two locations. In-person services are required based on specific client and case needs. Our staff attorney must live in Central or Eastern Washington or be willing to relocate to fill this role.

The Staff Attorney should be highly motivated and capable of working in a dynamic, fast-paced environment, where collaboration is essential. The attorney should be flexible,

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communicative, and open to new ideas. The ideal applicant will have a strong commitment to public interest law and to the empowerment of immigrant communities.

### **Responsibilities of the Position:**

1. Provide accurate and comprehensive legal advice and counsel to clients on immigration matters. These cases will include, but are not limited to: Advice and Counsel, Family Based Petitions, DACA renewals, U-visas, T-visas, SIJS cases, Removal Defense, Affirmative Asylum, TPS, and other humanitarian-based immigration matters.
2. Represent clients on immigration matters before the United States Citizenship and Immigration Services (USCIS), the Seattle Immigration Court (EOIR), and the Board of Immigration Appeals (BIA), the Ninth Circuit Court of Appeals, and state family court.
3. Conduct presentations, workshops, legal clinics, and individual consultations in English and Spanish. If your language skills do not include Spanish, our support staff can provide interpretation on your behalf (but you must have experience working with interpreters).
4. Maintain a thorough and up-to-date understanding of U.S. immigration law, regulations, and policy through legal research, continuing legal education, and other professional development.
5. Provide support to community organizing projects led by CWJFON.
6. Manage and work with both paid and volunteer support staff for the legal services offices.
7. Maintain and establish relationships with other non-profits who provide legal services that support immigrant justice practices, and community partners who can assist CWJFON's clients' needs.
8. Ability to travel to meet with clients on an ongoing basis as needed to serve clients who do not have the ability to meet you in the office.
9. Ability to work evenings and weekends when necessary. Evening work is uncommon but does occur. Weekend work for legal clinics will occur multiple times annually. When required to work weekends, your workweek will be reset to accommodate time off to respect your required work hours.
10. Perform other tasks in a timely and professional manner.
11. Perform all tasks with accuracy without overloading other staff to take on your case needs.

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12. As Staff Attorney, you will have the flexibility to make appropriate decisions about what cases CWJFON will take on, but you must be willing to take on a broad range of cases and offer advice and counsel for all intakes. In addition to the support provided by CWJFON's national organization and network of legal service offices across the country, less experienced immigration attorneys must identify key mentorships for guidance in unfamiliar areas of practice.
13. Create, submit for review, and implement a 3-month, 6-month, and 12-month work plan that is in line with the ethics of our organizational practice and your abilities as a solo practitioner at CWJFON.

**Professional experience required for the position:**

1. Admission to the Washington State Bar, or immediate ability to waive into the Washington State Bar, is required.
2. If you are a recent law graduate, have taken the bar exam, and are awaiting your results, this does not preclude you from consideration. Accommodations may be made for you to begin working as a law clerk or DOJ accredited rep while awaiting your results and being sworn in.
3. Knowledge of immigration law is necessary. A minimum of two years of immigration law practice is preferred but not required. If you do not meet the two years of immigration law practice requirement, you must have demonstrated the ability, capacity, and willingness to attend seminars, classes, and conduct research to perform your role fully and completely.
4. Our ideal candidate will have experience working with unaccompanied minors and either knowledge, practice, or relationships with family and state law attorneys to support these clients and their cases.
5. Fluency in Spanish is preferred. If you are not currently fluent in Spanish, you may be asked to take classes and trainings to learn Spanish. The applicant will have access to multiple translation and interpretation services to fill the gaps in various language needs. The position requires the ability to communicate through oral and written communication. The attorney is expected to work with staff and/or interpreter services to provide translated communication to clients when appropriate.
6. Experience providing direct legal services to clients in crisis is essential, as clients will include survivors of trauma who have experienced domestic violence, sexual assault, human trafficking, torture, and other forms of violence.

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7. Must have the ability to work independently, solve problems, and prioritize tasks. Must also work well under pressure and meet tight deadlines.
8. Applicants must have a valid driver's license and reliable transportation to meet the travel requirements of this position. Travel is an expectation of the job, and you must be willing and able to travel all year round unless the weather is deemed unsafe to travel by car. Your vehicle must be able to handle various weather conditions year-round for your own safety. Further discussion around this will be had during the interview process.
9. Demonstrated commitment to immigrant rights and social justice issues is required.
10. Must have the ability to work in a collaborative and collegial manner with all staff and be committed to being part of a positive and safe work environment for all.

### **Salary & Benefits:**

A competitive salary and benefits will be provided, including generous vacation, sick, and holiday leave, professional liability insurance, health insurance coverage, dental and vision insurance, and paid bar and AILA dues. The salary range is \$75,000 - \$85,000, contingent on experience in immigration law, with annual cost-of-living salary (COLA) increases.

The benefits package includes a work cell phone and computer, health, vision, and dental insurance, paid state bar dues and AILA dues, with access to professional development fees upon approval. A 401k with a matching percentage (variable), and generous paid time off (PTO), vacation, and sick leave are provided after a 3-month trial period of employment. CWJFON provides compensation for travel at the federal mileage reimbursement rate. All office supply expenses are covered and/or reimbursed by CWJFON.

### **To apply:**

Please send a resume, cover letter demonstrating your abilities while also addressing the required questions listed below, and three references to [abigail@cwjfon.org](mailto:abigail@cwjfon.org). Individuals with less than two years of post-graduate legal work must also provide their law school transcript. All documents must be attached in PDF format in one email with "Staff Attorney Position" in the subject heading. Applications will be accepted on a rolling basis until the position is filled.

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### **Required questions:**

1. Why do you want to work for CWJFON? What draws you to this work?
2. How do you define social justice, and what is the role of community organizing in social justice work as it relates to immigration legal services?
3. What does work for a non-profit mean to you?
4. What is your vision for your role and growth as our staff attorney?
5. What does a collaborative work environment look like to you?

### **Commitment to diversity:**

CWJFON is an equal opportunity employer committed to diversity. We provide equal employment opportunities to all qualified employees/applicants in all our employment practices without regard to race, religion, color, sex, or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community, and other traditionally underrepresented groups.

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