



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

Mailing address:  
P.O. Box 776  
Ellensburg, WA 98926

**Central Washington Justice For Our Neighbors (CWJFON)** was founded in 2018 as part of a larger network of affiliated immigration legal service provider sites with over 19 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 supporting our immigrant communities. As part of the Immigrant Legal and Justice Network (ILJ), previously known as Justice For Our Neighbors, you will have a consulting attorney to provide you with support and the knowledge as you grow in the role of Staff Attorney. ILJ has a robust team of Consulting Attorneys that are available to you to review your cases as needed.

### **Job Description**

**Position title:** Staff Attorney

**Location:** Hybrid and remote option with offices in Ellensburg & Walla Walla, WA.

**Hours:** Full time, may include some evenings and weekends

**CWJFON** is hiring for 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 may require some statewide travel. Currently, our office has a hybrid work plan, with staff working remotely from home and our offices. In-person services are required based on specific client and case needs. Some in-office work will be required for this position.

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

1. Provide direct legal representation in immigration matters based on client needs. 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. Based on your cases, you may need to communicate with or appear before the Seattle Immigration Court (EOIR), Board of Immigration Appeals (BIA), the Ninth Circuit Court of Appeals U.S. Citizenship, ICE and USCIS offices, and state family court proceedings.
2. 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).
3. Provide support to community organizing projects led by CWJFON.

*CWJFON acknowledges with deep gratitude that we live and work on the traditional lands of the Yakama, Umatilla, The Walla Walla and the Cayuse people past and present. We stand in solidarity with the first people of all nations and tribes.*



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4. Manage and work with both paid and volunteer support staff for the legal services offices.
5. Maintain and establish relationships with other non-profits who provide legal services that support immigrant justice practices, and community partners who can assist CWJFONs clients needs.
6. Ability to travel to meet with clients.
7. Ability to work evenings and weekends when necessary. Although evening work is uncommon, weekend work for legal clinics will occur multiple times annually. When required to work weekends, your workweek will be reset to accommodate time off.
8. Perform other tasks as required.
9. As Staff Attorney, you will have the freedom to make decisions about what cases you will take on. In addition to the support provided by CWJFON's national organization and network of legal service offices across the country, less experienced immigration attorneys should identify key mentorships for guidance in unfamiliar areas of practice.

#### **Professional experience required for the position:**

1. Admission to the Washington State Bar, or ability to waive into the Washington State Bar. 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 will be made for you to begin working as a law clerk while awaiting your results and being sworn in.
2. Knowledge of immigration law. Two or more years of immigration law practice are preferred but not required.
3. Fluency in Spanish preferred but not currently required if candidate has experience working with interpreters in a professional setting. The position requires the ability to communicate daily through oral and written communication in both Spanish and English.
4. Experience providing direct legal services to clients in crisis, as clients will include survivors of trauma who have experienced domestic violence, sexual assault, human trafficking, torture, and other forms of violence.
5. Must have the ability to work independently, solve problems and prioritize tasks. Must also work well under pressure and meet tight deadlines.
6. Applicant must have a valid driver's license and access to reliable transportation as the position involves travel.
7. Demonstrated commitment to immigrant rights and social justice issues.

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### **Salary & Benefits:**

Starting salary for candidates awaiting swearing in and admission to the bar is \$60,000. Once barred and taking on the full role and responsibilities of staff attorney your salary will be \$73,000 - \$76,000, based on experience.

Benefits package includes annual cost of living salary increases, with possible additional increases after 1-year and 2-years of employment, a work cell phone and computer, health, vision and dental insurance, paid state bar dues, professional development & membership fees, 401k with matching percentage (variable) from CWJFON once barred, generous paid time off (PTO), vacation and sick leave. CWJFON provides compensation for travel at the federal mileage reimbursement rate. CWJFON has a very generous time off policy that allows for all employees to request PTO at any time given that their work is managed, client's cases and needs are met.

### **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.

### **Required questions:**

1. Why do you want to work for CWJFON?
2. What draws you to this work?
3. How do you define social justice?
4. What is the role of community organizing in social justice work as it relates to your legal practice?
5. What does working for a non-profit mean to you?
6. What is your vision for your own legal practice?

### **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.*

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*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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