



# KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

## Staff Attorney

Bremerton, WA

*Starting January 2024 – Full Time*

### Summary:

At Kitsap Immigrant Assistance Center (KIAC), we recognize the inherent worth and dignity of all people. As our mission states, we at KIAC work for the well-being and empowerment of immigrants through education, advocacy and social justice. As members of this team, we envision a community where everyone, regardless of where they were born, has fair and equitable access to justice, respect and opportunity. It is this deep dedication to our mission and unrelenting focus on the success and well-being of our clients that moves us forward. At present, Kitsap Immigrant Assistance Center is the only organization providing affordable and accessible services specific to immigrants in the West Salish/Puget Sound Region, and the need for these services is only growing. With strong staff-led Immigration Legal and Family Services programs, a dedicated team of volunteers, and a robust donor network, we provide our clients with the rights, resources and representation they seek to achieve their own goals and strengthen the web of support within our community.

KIAC's Staff Attorney will provide direct representation to immigrants, individual consultations to prospective clients and community outreach, education and representation to unaccompanied children and youth facing removal (deportation) proceedings. This individual will manage a variety of immigration legal matters including Special Immigrant Juvenile Status (SIJS), asylum, self-petitions under VAWA, U visas, T visas and adjustment of status before USCIS, family-based petitions, consular processing, waivers, adjustment of status, and removal defense which may include the cases of people in immigration detention.

The mission at KIAC and the work of the Staff Attorney is supported by the Paralegal, the Legal Coordinator and the Legal Services Director along with the other members of KIAC's staff and volunteer team.

### Required Qualifications of Ideal Candidate:

- Has a strong commitment and unrelenting dedication to the work of social justice, diversity, inclusion and ensuring equitable opportunities for all people.
- Is fully bilingual in both English and Spanish
- Has a willingness to support the work of KIAC and its team in a full-time, in-person capacity at KIAC's Bremerton office
- Has ability to travel to immigration courts in Seattle, Tacoma and on rare occasion, Portland, Oregon and state courts in specific counties across WA State
- Has ability to work evening and weekend hours as needed
- Is able to practice law in the State of Washington



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## Preferred Qualifications of Ideal Candidate:

- Personal connection to and experience with the US immigration system and immigrant communities
- Cultural humility
- Deeply mission-oriented
- Strong ability to work within a team
- Willingness to take risks, learn from experience and solve problems
- Commitment to a healthy, balanced work culture
- Strong written and oral communication skills
- Proficient with email, word processing, and excel and possesses the ability to learn new software programs and databases

## Physical and Emotional Demands:

- While performing the duties of this job, you are regularly required to be both stationary and mobile; communicating and managing workflows in person, over the computer and via phone.
- While performing the duties of this job, the employee is regularly required to discuss and engage with issues related to lived trauma and the immigrant experience.

## Compensation and Benefits:

- The beginning salary is \$75,490 for an attorney with no experience, not yet admitted to practice.
- The salary step will increase to \$78,040 upon bar admission.
- As a full-time employee, you will be eligible for
  - 13 paid holidays,
  - 3 weeks of paid personal leave per year,
  - 1 week Washington State PSSL per year, and
  - Fully employer-covered health insurance.
  - Employee-covered dental and vision insurance available.

## To Apply:

- Please submit a cover letter outlining your interest in the position and how you hope to contribute to the mission at Kitsap Immigrant Assistance Center.
- Please include an up-to-date resume and a list of 3 references.
- All application materials should be sent to [larry@kitsapiac.org](mailto:larry@kitsapiac.org).
- Applications will be reviewed in the order they are received.

*Reports to KIAC's Legal Services Director*



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KITSAP IMMIGRANT ASSISTANCE CENTER (KIAC) IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT (INCLUDING APPLICATION FOR EMPLOYMENT) ON ANY BASIS INCLUDING RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, SEX, AGE, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, PREGNANCY, VETERAN OR MILITARY STATUS, OR ANY OTHER BASIS PROHIBITED BY LOCAL, STATE, AND FEDERAL LAW.

APPLICANTS WITH DISABILITIES MAY BE ENTITLED TO REASONABLE ACCOMMODATION UNDER THE TERMS OF THE AMERICANS WITH DISABILITIES ACT AND CERTAIN STATE OR LOCAL LAWS.