



KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

Staff Attorney

Bremerton, WA
December 2024

Department: Legal Services
Reports to: Legal Services Director
Work Location: In-person

Job Status: Full Time
Job Type: Exempt
Amount of Travel Required: 30%

Kitsap Immigrant Assistance Center (KIAC) is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, citizenship, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We strongly encourage candidates from diverse backgrounds, including individuals from Black, Indigenous, People of Color (BIPOC), immigrant communities, as well as those who are multilingual to apply. At our organization, we believe that our strength lies in the diversity of perspectives, experiences, and voices, and we are committed to fostering an inclusive environment where everyone can thrive. We welcome applicants who are passionate about serving and building advocacy within immigrant communities and who bring a deep understanding of cultural diversity and equity to their work.

Summary

The Kitsap Immigrant Assistance Center (KIAC) was founded in 2004 in recognition of the inherent worth and dignity of all people. Since then, KIAC has worked for the well-being and power-building within the immigrant community through education, advocacy, and social justice. KIAC envisions a community where everyone, regardless of where they were born, has fair and equitable access to justice, respect, and opportunity.

KIAC programming includes free and affordable immigration legal services, family services, tax and business assistance, and building advocacy within the communities of Kitsap County and the Olympic Peninsula. Our clients represent over 70 countries, with over 60 languages spoken.

KIAC's Staff Attorney works closely with the Legal Services Director to provide representation for clients in our service area, and assists our Accredited Representatives, volunteer attorneys and Legal Services Director in representing clients who are undertaking a variety of immigration legal matters. This position requires a passionate, highly detailed person

who is familiar with legal procedures and is eager to learn. This work is done primarily in Bremerton, WA with additional work in Jefferson, Mason, and Clallam Counties.

The Staff Attorney will provide direct representation to clients on immigration matters, 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.

Learn more about Kitsap Immigrant Assistance Center at kitsapiac.org

Responsibilities

- Uphold and actively support the mission of KIAC by demonstrating commitment to social justice and equity, working to dismantle systemic barriers impacting immigrant clients and ensuring that all clients feel respected and valued.
- Foster an inclusive, respectful, and culturally responsive environment for clients, staff, and volunteers, contributing to a workplace culture that honors KIAC's values and mission.
- Work closely with Director of Legal Services, Legal Coordinator, administrative staff, and Accredited Representatives (ARs) and volunteers during the client representation process and to support case preparation
- Manage immigration case load and provide legal representation to clients in immigration matters, including family-based petitions, asylum applications, removal defense, special immigrant juvenile status (SIJS), and other forms of immigration relief. Maintains files, reviews and prepares material for storage or disposal once a case has been closed.
- Prepare and file applications, motions, briefs, and other documents in immigration court and with USCIS, EOIR, BIA, ICE, and other relevant agencies.
- Advocate for clients at interviews and hearings, maintaining a strong commitment to ethical and effective representation. Will attend hearings both alone and with Accredited Representatives (ARs), the Legal Services Director and the volunteer attorneys during legal proceedings.
- Conduct consultations, clinics, intake and case management for culturally and linguistically diverse clients, with high levels of integrity, inclusivity, and respect.
- Coordinate with other staff on comprehensive support services, such as housing assistance, healthcare, and family services, to provide holistic support to clients.
- Stay current with immigration law updates, policy changes, and best practices in immigrant advocacy.
- Actively engage in training opportunities, network with other immigration law professionals, and advocate for immigrant rights through coalition-building and community engagement.
- Participate in all staff meetings and on occasion in organization-wide and community outreach and education events, and/or special advocacy initiatives that support immigrant rights.
- Additional duties and tasks as assigned by the supervisor.

Required Qualifications

- Able to practice law in the State of Washington
- Has a strong commitment and unrelenting dedication to the work of social justice, diversity, inclusion and ensuring equitable opportunities for all people.

- 1+ years-experience working with immigrant, refugee or vulnerable populations.
- Bilingual in Spanish and English, required. (Preferred third language)
- Excellent organizational, and time management skills and attention to detail. Must be able to organize and prioritize work, be proactive, take initiative and simultaneously manage multiple priorities to ensure goals are met promptly.
- Strong cultural competency and cross-cultural communication skills.
- Ability to work collaboratively with multiple community leaders and services offices.
- Ability to communicate clearly and effectively in writing, in person, and over the phone.
- Ability to adapt to a high-volume workload with fast-changing deadlines and priorities.
- Experienced user of Microsoft Office programs, client relationship management databases. This role routinely uses standard office equipment such as computers, phones, photocopiers and fax machines.
- Ability to pass a background check indicative of the position requirements.
- Ability to work full-time, in-person at KIAC's Bremerton office with the ability to travel to partner organizations in the region and to courts in Seattle, Tacoma and on rare occasion, Portland and state courts in specific counties across Washington State.

Preferred Qualifications of Ideal Candidate

- Familiarity with Clio case management system and Bluejeans.
- Fluency in Mam or Q'anjob'al (Guatemala)

Physical and Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 25 lb; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional work sites.

While performing the duties of this job, the employee will be regularly required to discuss and engage with issues related to lived trauma and the immigrant experience.

KIAC staff operate in a hybrid model, in-office work will be expected of this position (at least 3 days per week) and as needed. Additional travel in surrounding regions required.

Benefits and Compensation

The pay range for this position is \$77,500-\$130,000, depending on experience and admission to the bar. KIAC offers a benefits package with KIAC paying 100% of the medical plan. Employees are able to add dependents (at cost), and to opt in to employee paid health care options for vision and dental plans. In addition, KIAC recognizes 13 paid holidays and employees accrue 3 weeks of paid time off annually and 5 hours of sick leave monthly.

To Apply

Submit application materials to executivedirector@kitsapiac.org

Applications must include a cover letter, resume, and list of 3 references.

- Cover letter: outline your interest in the position and how your experience qualifies you for this role.
- References must include at least 1 previous or recent supervisor and 1 previous or recent co-worker. Include your relationship with the persons listed as your reference.

Priority consideration to applications received by 5:00 p.m. November 18, 2024. Applications will be accepted until the position is filled.

Reasonable Accommodations Statement: Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.