



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

JOB OPENING

POSITION TITLE : Staff Immigration Attorney
REPORTS TO: Senior Director Family Empowerment
STATUS: Non-exempt Part Time (25 hrs/wk)
Temporary for 4 – 6 Months

SUMMARY: This position supervises the agency's Immigration Program, including tracking immigration policy, supervising bilingual Program staff to ensure accuracy and quality of naturalization, green card, naturalization clinics and other services for clients; providing training for Citizenship instructors or volunteers; fostering agency's relationship with funders, USCIS, and legal advocates; provides direct service completing application for naturalization, interview preparation and attending naturalization interviews with participants.

ABOUT REWA:

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

RESPONSIBILITIES:

1. Provide consultation to Citizenship Instruction staff regarding applicable naturalization laws and regulations.
2. Oversee the preparation, and review of all naturalization and immigration documents, including N-400, N-648, Fee Waiver Application, N-600, I-90, I-130 and I-485 and other relevant forms.
3. Prepare, review and submit naturalization and immigration documents, including N-400, N-648, Fee Waiver Application, N-600, I-90, I-130 and I-485 and other relevant forms.
4. Conduct interview Preparation with participants to increase likelihood of participant passing naturalization interview.
5. Attend naturalization Interviews with participants when necessary to increase likelihood of participant passing naturalization interview.
6. Verify naturalization documents for accuracy, completeness and compliance with all the stated requirements.
7. In tangent with Program Coordinator and Senior Director provides the project management for two to three one-day Naturalization Clinic Workshops.
8. Review client files to insure accuracy of client intake, case notes, and supporting application documents.
9. Provide occasional training to ReWA staff on current immigration laws and best practices.
10. Maintain DOJ agency accreditation.
11. Support immigration case managers to gain DOJ representative status.
12. Provide counsel, as needed, to participants who may have legal issues regarding their Naturalization application with federal immigration and/or the Department of Homeland Security.
13. Assure the on-going development and implementation of ReWA's Immigration fee-for-service program.
14. Attend Program and staff meetings and training as requested by the Senior Director.
15. Other related duties as assigned by the Senior Director.

MINIMUM QUALIFICATIONS:

1. Must have a law degree and have passed the regional bar exam to practice law.
2. Must have 2+ years of experience working in the US as an attorney in immigration law or 8+ years of
3. extensive recent experience as a DOJ representative.
4. Must have 2+ years of supervisory experience.
5. Excellent spoken and written English language skills.
6. Demonstrated ability to use sound independent judgment.
7. Computer skills including database, spreadsheet, word processing and email.
8. Commitment to refugee and immigrant advocacy.
9. Ability to communicate effectively with individuals from diverse cultural backgrounds.
10. Respect for others' experiences, opinions, language, values, culture, and knowledge.
11. Commitment to teamwork and collaboration.
12. Willingness to work flexible hours.
13. WA state driver's license and vehicle insurance.

BENEFITS: Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave

TO APPLY:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign

a Release of Information Form authorizing ReWA to conduct a thorough background check

CLOSING DATE:

Open until filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.