

Northwest Workers' Justice Project seeks  
**Bilingual Paralegal\***

Northwest Workers' Justice Project protects workplace dignity by supporting the efforts of low-wage, immigrant and contingent workers to improve wages and working conditions and to eliminate imbalances in power that lead to inequity. We offer high-quality, direct legal assistance to workers and their organizations; support organizing efforts; educate workers, their leaders and the public about workplace rights; advocate for better employment laws; and promote greater access to low-cost employment legal assistance. For more information about NWJP visit our website: [www.nwjp.org](http://www.nwjp.org).

Our office is in Portland, Oregon. We are a hybrid in-person and remote work office, and we prefer that a successful candidate be available to work in person three days a week. This is listed as a full-time, 40-hour a week position, but FTE is negotiable.

**Position description:**

\*Paralegal certification is not a requirement for this position. On-the-job training will be offered to the successful candidate who displays appropriate basic skills.

NWJP seeks a bilingual paralegal to work with our low-wage and immigrant clients to build power as a way of dismantling structural racism and inequities. The paralegal will help provide culturally relevant legal services, educate workers and the community on workers' rights, and support workers through all stages of workers' rights litigation.

**Duties may include:**

- Providing office and staff support, including answering calls, managing mail, filing, monitoring faxes, preparing office for meetings, and performing development/fundraising tasks;
- Supporting clients through the life of their cases and managing and maintaining client communications;
- Developing and maintaining good relationships with the client communities, state and local bar, government agencies, and community organizations;
- Working with staff to develop and implement outreach and education strategies to current and prospective clients and community organizations, particularly to immigrant and women workers;
- Providing technical assistance and education to clients that may need support for activities like preserving electronic evidence or participating in video conferences.

With time and training provided by our staff, this position will also entail all or some of the following:

- Helping attorneys with case management and support, including document and file management, research, drafting simple legal documents, and tracking data;
- Learning to complete detailed client interviews and fact investigation concerning workplace disputes;
- Under attorney supervision and direction, advocating on behalf of clients in employment disputes, and providing information and legal assistance to workers with employment-related claims;

- Helping advertise for, train and supervise volunteers and interns.

The position requires the ability to work well with co-workers and a variety of external partners including civil rights organizations, immigrants' rights organizations, and community and other advocacy groups.

**The ideal candidate will possess a combination of the following skills and experience:**

- Fluent English-language skills and high proficiency in spoken and written Spanish required;
- Bicultural or cultural competence to help address legal needs of immigrant workers and ability to establish trusting relationships;
- Passion and proven commitment to social and worker justice and a desire to disrupt existing systems of oppression;
- Ability to work both independently and as a team player;
- Strong organizational skills, responsible follow-through and flexibility around reacting quickly to changing priorities;
- Ability to be detailed-oriented with excellent time management skills;
- Strong oral and written communication skills, including willingness to give public presentations after training;
- Strong computer skills, including word processing, spreadsheets and Google Apps, and the ability to navigate common smartphones;
- Employment and/or immigration law experience preferred, but not required;
- Willingness and ability to flex work schedule to work weekends and evenings, as needed;
- A valid Oregon driver's license and access to a vehicle to travel to presentations and clinics and to meet with clients outside of Portland, preferred.

**How to apply:**

We will be hiring to start in January, if possible. Review of applications will begin immediately and continue until the position is filled.

Please send a cover letter, resume, writing sample and a list of three references to Corinna Spencer-Scheurich, Director, at [jobs@nwjp.org](mailto:jobs@nwjp.org). Please include the posting you are applying for in the subject line.

NWJP strives to be an affirming, positive, diverse work environment and is an equal opportunity employer. We strongly encourage applicants who will contribute to our diversity and/or who come from our client communities to apply.

**Salary:**

Flexible FTE with .8 FTE or more preferred. Salary is commensurate with salary paid by Oregon legal services programs, which depends on experience. As an example, a successful, bilingual candidate with 0-5 years of experience working full time would expect to make \$43,100 to \$50,100 a year, but applicants with more experience are encouraged to apply and would be paid according to experience.

NWJP offers a medical, vision and dental plan that is covered 100% for employees and offers a small contribution to child coverage. After 2 years of employment, NWJP has a bonus plan currently amounting to 6% of all payroll and distributed to staff based on FTE; employees are encouraged to contribute bonuses to an IRA retirement plan. NWJP has a flexible work schedule, although this position will be asked to participate in meetings during regular office hours. NWJP provides paid vacation, sick days and holidays.

