



Northwest Workers' Justice Project seeks a Bilingual Paralegal/Worker Advocate* for the Cannabis Worker Resilience Partnership!

The 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 www.nwjp.org.

The Cannabis Worker Resilience Partnership is a holistic, multi-agency collaboration to support workers in the cannabis industry facing wage theft, labor trafficking, dangerous work conditions, and retaliation. The Partnership includes community-based organizations providing humanitarian assistance; legal services programs engaging in outreach, community education, and legal representation; and mental health organizations providing support and referrals. The positions are funded through the end of 2025, but additional funding will be sought.

Our main office is in Portland, Oregon, but a successful applicant may be based at NWJP's office in Portland, Oregon, Centro de Servicios para Campesinos' office in Woodburn, Oregon, or NOWIA Unete's office in Medford, Oregon. This is listed as a full-time, 40-hour a week position, but FTE is negotiable.

Centro de Servicios para Campesinos is a sister organization to PCUN, Oregon's farmworker union. Centro has been serving farmworkers, immigrants, and Latino families in the Marion, Polk, and other counties nearby since 1977, by providing a variety of immigration integration services for better economic and health stability for Oregon's most vulnerable workforce.

NOWIA Unete, Center for Farm Worker Advocacy, has been serving farmworkers and immigrants in the Rogue Valley since 1996 through educational and advocacy services.

Position description:

*Paralegal certification is not a requirement for this position. On-the-job training will be offered to successful candidates who display the 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, support workers through all stages of workers' rights litigation, and provide immigration-related legal support.





Duties may include:

- Working with staff and partner organizations to develop and implement outreach and education strategies to immigrant and agricultural workers in the cannabis industry and community organizations (some day travel may be required and rare overnight trips);
- Developing and maintaining good relationships with the client communities, state and local advocates, government agencies, and community organizations;
- Providing office and staff support, including answering calls, managing mail, filing, and monitoring faxes;
- Supporting clients through the life of their cases, managing and maintaining client communications, and providing appropriate referrals;
- Providing technical assistance and education to clients that may need support with activities like saving or sharing electronic information or participating in video conferences.

With time and training provided by our staff, this position will also involve 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;
- Completing detailed client interviews and fact investigations concerning workplace disputes and possible immigration relief;
- Under attorney supervision and direction, providing information and legal assistance to workers with employment-related and immigration-related cases.

The position requires the ability to work well with colleagues and a variety of external partners including unions, civil and immigrants' rights organizations, law enforcement agencies, and community and advocacy groups. This project in particular will involve working with the Farmworker Programs of Legal Aid Services of Oregon and Oregon Law Center, UNETE, Centro de Servicios para Campesinos, and Raíces de Bienestar.

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

- High proficiency in spoken and written English and Spanish required;
- Bicultural or cultural competence to help address the 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 and excellent time management skills;
- Strong oral and written communication skills, including willingness to give public presentations after training;





- Strong computers 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 occasionally needed;
- A valid driver's license and access to a vehicle to travel to events and meet with clients at sites around Oregon (mileage would be paid).

How to apply:

Review of applications and interviews will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible.

Please send a cover letter, resume, writing sample and a list of three references to Corinna Spencer-Scheurich, Director, at 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.

Compensation:

Flexible FTE with .8 FTE or more preferred. Wage rate is commensurate with wages 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 approximately \$49,400 to \$55,400 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 may be asked to help maintain regular office hours or work irregular hours to meet the needs of clients. NWJP provides paid vacation, sick days and holidays.

