



POSITION TITLE: Rural Capacity Building Staff Attorney
REPORTS TO: Rural Capacity Building Supervising Attorney
WORKSITE: Nebraska City, Nebraska

ORGANIZATIONAL DESCRIPTION: The Immigrant Legal Center (ILC) welcomes immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC is an affiliate of the national Justice For Our Neighbors network.

ILC is an equal opportunity employer. ILC does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

POSITION DESCRIPTION: The Rural Capacity Building (RCB) Staff Attorney is responsible for the provision of direct legal services to immigrant families in targeted underserved rural Nebraska communities. The RCB Staff Attorney will partner with community organizations and local leaders to build capacity for the provision of immigration legal services in rural Nebraska.

The RCB Staff Attorney will work with the RCB program team, the ILC team, and a wide variety of community partners. Key RCB program objectives include: providing direct immigration legal services to low-income immigrant community members; working with rural community members to identify local needs and resources related to immigration; supporting local capacity-building efforts to facilitate the inclusion of immigrants in rural Nebraska; and preparing and presenting immigration education and advocacy material to community groups.

Moderate travel to ILC offices throughout the state is required.

DUTIES AND RESPONSIBILITIES:

- Provide legal counsel and advice to prospective clients who attend ILC immigration legal clinics and consultations; provide direct representation of clients before the Omaha Immigration Court, Board of Immigration Appeals, United States Citizenship

and Immigration Services, Immigration and Customs Enforcement, as well as Nebraska County and District Courts.

- Oversee ILC cases involving the legal needs of clients in the targeted rural communities under the direction of the RCB Supervising Attorney and RCB Managing Attorney.
- Work in collaboration with the Multicultural Coalition, Nebraska Appleseed, Heartland Workers Center, Centro Hispano, Center for Rural Affairs, and other community partners to build capacity and promote the inclusion of immigrants in rural Nebraska communities.
- Compile and analyze RCB program data for grant reports.
- Other related duties as assigned.

QUALIFICATIONS:

- Must have a J.D. and be admitted, or willing to be admitted to practice in Nebraska.
- Bilingual. Fluent in English and Spanish.
- Demonstrated ability to cultivate and maintain relationships with a variety of stakeholders including community partners, government officials, donors, and the local community.
- Strong commitment to public interest legal services. Immigration legal experience, as well as experience working in the non-profit sector is preferred.
- Ability to think critically, work independently, prioritize, take initiative, handle multiple assignments, and meet deadlines.
- Excellent oral and written communications skills.
- Ability to work sensitively with clients and colleagues having diverse personalities, lifestyles, cultures, and faiths.
- Experience working and/or living in a rural community preferred.

APPLICATION:

- Salary range: \$45,000 to \$50,000 based upon experience
- Medical, vision, and dental insurance and 403(b) retirement plan
- Include in application: resume, cover letter, references, and writing sample.
- Submit application to Ellen Fitzsimmons at ellen@immigrantlc.org
- Positions will remain open until filled.

Visit our website at <https://www.immigrantlc.org/careers/> for updates on our job openings.