



POSITION TITLE: RCB Operations Assistant

REPORTS TO: RCB Operations & Evaluation Manager

WORKSITE: Omaha, Nebraska

HOURS: Full Time: 40 Hours Per Week

M-F 8:30 AM – 5:00 PM

Some evenings and weekend events may be required

ORGANIZATIONAL DESCRIPTION: Immigrant Legal Center (ILC) is a non-profit organization welcoming 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.

Immigrant Legal Center 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.

RESPONSIBILITIES OF THE POSITION: The Rural Capacity Building (RCB) Legal Administrative/Operations Assistant (Assistant) is responsible for providing administrative and operations support for all ILC offices. Under the supervision of the RCB Operations & Evaluation Manager, the Assistant will carry out assigned tasks to maintain efficient, high-quality legal office operations and assist with the integration of rural and Omaha office activities.

MAJOR DUTIES OF THE POSITION:

I. Operations Support

1. Assist in tasks for ensuring efficient operations of rural offices and connections between all ILC offices.
2. Manage office supply inventory and ordering for rural Nebraska offices and track office supply expenses.
3. Coordinate virtual meetings between rural and Omaha offices.
4. Make travel arrangements and track travel expenses for rural staff.
5. In cooperation with the Senior Operations Manager and Rural Operations Manager plan, coordinate, and execute ILC staff meetings, trainings, and special community events.
6. Respond to requests from the public for community presentations. Schedule and confirm presentation details with appropriate ILC staff.
7. Provide back-up assistance for all ILC operations tasks as needed.

II. Administrative Support

1. Manage incoming and outgoing mail. This includes sorting, filing, and forwarding mail to attorneys and other staff, as well as documenting, preparing, and tracking correspondence related to client cases.
2. Enter and maintain client case reminders, filing deadlines, and hearing dates using client case management system.
3. Assist the legal service providers in making copies, preparing form letters, preparing forms, and maintaining case files.

III. Legal Service Support

1. Make phone calls to clients on behalf of legal representatives. Communicate and document messages between clients and legal representatives in English and Spanish.
2. Translate forms, letters, declarations, and foreign documents from Spanish to English and English to Spanish.
3. Under supervision of RCB legal representatives, prepare, scan/copy, and mail applications to United States Citizenship and Immigration Services (USCIS).

IV. Special Projects

1. Assist with data collection and reporting to support evaluation and fund raising efforts.
2. Occasional travel to ILC offices in eastern and central Nebraska may be required.
3. Represent ILC at community events and functions, when assigned.

QUALIFICATIONS:

- Associate's or Bachelor's degree preferred. Coursework and/or previous administrative assistant or legal assistant experience may be substituted.
- Bilingual. Fluent in English and Spanish. Excellent communication, both written and verbal.
- Ability to work sensitively with colleagues and clients having diverse personalities, lifestyles, cultures, faiths, and backgrounds.
- Ability to maintain client confidentiality and communicate with professionalism and courtesy.
- Ability to take initiative, multi-task, meet deadlines, and work well under pressure.
- Must be detailed oriented and possess superb organizational skills.
- Knowledge of Microsoft Office software package such as Word, Excel, PowerPoint and Publisher. Ability to learn legal case management software.

APPLICATION:

- Starting pay: \$14.00 - \$16.00 per hour based upon experience
- Medical, dental, and vision insurance
- 403b retirement plan
- Include resume, cover letter and references in application
- Submit application to Ellen Fitzsimmons at ellen@immigrantlc.org

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