



POSITION TITLE: Rural Capacity Building Supervising Attorney

REPORTS TO: Rural Capacity Building Managing Attorney

WORKSITE: Omaha, 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 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) Supervising Attorney is responsible for the oversight and provision of direct legal services to immigrant families in targeted underserved rural Nebraska communities. The RCB Supervising Attorney will partner with community organizations and local leaders to build capacity for the provision of immigration legal services in rural Nebraska communities.

The RCB Supervising 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.

This is a full-time position based in Omaha. ILC also has offices in: Lexington, Crete, Nebraska City, Columbus, Grand Island, Scottsbluff, and South Sioux City. The RCB Supervising Attorney will oversee legal service providers working in offices outside of Omaha. While remote supervision is expected, regular travel to ILC sites throughout Nebraska is required.

MAJOR DUTIES:

- In coordination with the RCB Managing Attorney provide oversight, guidance, and strategic direction for the Rural Capacity Building program.
- Develop and implement work plan and legal service priorities for immigrants living in targeted rural communities.
- Lead a team of staff attorneys and administrative staff in ILC offices across Nebraska.
- Provide legal counsel and advice to ILC clients and provide direct representation to clients before the Immigration Court, Board of Immigration Appeals, United States Citizenship and Immigration Services, and Immigration and Customs Enforcement.
- In coordination with other ILC staff, hire, train, manage and evaluate RCB staff attorneys, paralegals, Department of Justice (DOJ) accredited legal representatives, and administrative assistants.
- Recruit, train and supervise volunteers, interns and/or clerks to support ILC offices.
- Work in collaboration with Nebraska Appleseed, Heartland Workers Center, Centro Hispano, Center for Rural Affairs, Multicultural Coalition, and other community partners to build capacity and promote inclusion of the immigrant community across the state of Nebraska.
- Take a leadership role in RCB workgroups and collaborative efforts to empower immigrant community members throughout Nebraska.
- Contribute to and steer outreach, education, and advocacy programs.
- Compile and analyze programmatic statistical information for program reports.
- Manage mileage and other expense reimbursement requests within budgetary guidelines.
- Other related duties as assigned.

QUALIFICATIONS:

- Must have a J.D. and be admitted, or willing to be admitted to practice in Nebraska.
- Must have 3 – 5 years of immigration legal experience. Nebraska state court experience with knowledge of family and juvenile law preferred.
- Willingness to mentor, supervise, and work in collaboration with other attorneys, DOJ legal representatives, paralegals, and client advocates.
- Ability to think critically, work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines.
- Demonstrated ability to cultivate and maintain relationships with a variety of community stakeholders.
- Ability to work sensitively with clients and colleagues having diverse personalities, lifestyles, cultures, and faiths.
- Strong commitment to public interest legal services, experience working in the non-profit sector.
- Ability to effectively communicate in Spanish is preferred.

APPLICATION:

- Salary based on experience
- Medical, dental, and vision insurance and 403b retirement plan
- Include in application: resume, cover letter, references, and writing sample
- Submit application to Ellen Fitzsimmons at ellen@immigrantlc.org.
- Position will remain open until filled.

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