



POSITION TITLE: Legal Assistant
WORKSITE: ILC Office in Nebraska/Southwest Iowa

ORGANIZATIONAL DESCRIPTION: Immigrant Legal Center (“ILC”) is a non-profit law firm. ILC’s mission is to welcome immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC’s passion is to empower immigrants to live with confidence and free from fear. Our client-focused core values are **Compassion, Leadership, Integrity, Excellence, Neighborliness, and Tenacity**. Each year, ILC provides direct legal representation to hundreds of immigrants and advocates for laws and policies that respect the rights of immigrants and encourage compassionate immigration policy reform. Every ILC team member plays a critical role in the organization’s mission and must be passionate about and dedicated to ILC’s values.

POSITION DESCRIPTION: An ILC Legal Assistant is an integral part of ILC’s legal team. The core functions of this position are (1) legal support; (2) client communication; and (3) education and advocacy. The ideal candidate for this position is a leader, passionate about providing excellent services to clients with compassion, integrity, neighborliness, and tenacity.

CORE FUNCTIONS OF THE POSITION:

Legal Support

- Work with attorneys, DOJ-accredited representatives, and staff who contribute to serving clients who may qualify for a form of immigration relief.
- Assist ILC attorneys and DOJ-accredited representatives by preparing, copying, scanning documents and sending and tracking outgoing mail.
- Assist ILC attorneys and DOJ-accredited representatives with forms, statements, cover letters, motions, petitions, and briefs.
- Create, organize, and maintain complete and accurate client records in physical files and on ILC’s case management software, including, but not limited to, logging all new activities, filing receipts, correspondence, and filings in the case file, tracking reminders and deadlines, etc., described in detail in ILC’s Legal Procedures Manual.
- Effectively and efficiently track open/closed cases using ILC’s case management software.
- Assist in compiling and preparing case management reports.

Client Communication:

- Maintain contact with ILC clients and promptly return calls in according with the Legal Procedures Manual.
- Assist ILC attorneys and DOJ-accredited representatives with drafting, translating, and sending e-mail and mail correspondence.
- Keep clients aware of the status of their case.
- Interpret for client meetings or appearances before administrative bodies.

Advocacy and Education:

- Contribute to intake, outreach, and education programs related to forms of immigration legal relief and advocate for the rights of immigrants.
- Refer clients to proper community resources.
- Communicate and advocate for needs of clients.

QUALIFICATIONS:

- Dedication to ILC's Core Values and Mission.
- Strong commitment to public interest legal services and to the enfranchisement and empowerment of immigrant communities.
- Ability to work sensitively with numerous staff, volunteers, and clients having diverse personalities, lifestyles, cultures, political orientations, and faiths.
- Fluency in Spanish is required.
- Ability to take initiative and make difficult decisions when necessary.
- Excellent communicator and writer.
- Strong people and organizational skills.
- Ability to work in a team and handle multiple tasks in an organized and timely manner.
- Impeccable integrity, positive attitude, mission-driven, and self-directed.
- Ability to think strategically, problem-solve, exercise good judgment, and lead change.

COMPENSATION

- Competitive
- Excellent benefits, including medical, dental, and vision insurance and a 403b retirement plan included.

TO APPLY

- Please send cover letter, resume, writing sample, and three professional references to Rick Rummel at rick@immigrantlc.org.