



**POSITION TITLE:** Attorney  
**REPORTS TO:** Lead Attorney  
**WORKSITE:** Omaha, NE (flexible)

**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 Attorney is an integral part of ILC’s legal team. The core functions of this position, described in more detail, below, are (1) direct representation; (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:**

##### **Direct Representation**

- Work with attorneys, DOJ-accredited representatives, and staff who contribute to serving clients who may qualify for asylum.
- Responsible for managing a case load of asylum cases, including other case types for which those clients may also apply.
- Represent clients before the Omaha Immigration Court, Board of Immigration Appeals, United States Citizenship and Immigration Services (USCIS), Immigration and Customs Enforcement, as well as Nebraska County and District Courts.
- 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, meeting those deadlines, etc., described in detail in ILC’s Legal Procedures Manual.
- Effectively and efficiently track open/closed cases using ILC’s case management software.

##### **Client Communication:**

- Maintain contact with clients, and promptly return calls in according with the Legal Procedures Manual.
- Keep clients aware of the status of their case.
- Inform clients of the risks and benefits of applying for immigration forms of relief.

##### **Advocacy and Education:**

- Contribute to outreach and education programs related to asylum and advocating for the rights of immigrants.
- Provide education and advocacy to promote an accurate understanding of immigration law and policy, especially to law enforcement agencies who can sign certifications.

## **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.
- Licensed to practice law in Nebraska or able to obtain a license to practice law in Nebraska.
- Fluency in Spanish is preferred.
- Must have a J.D. and be admitted, or willing to be admitted, to practice law in Nebraska.
- 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 non-profit salary.
- 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](mailto:rick@immigrantlc.org).