



POSITION TITLE: Lead Attorney
REPORTS TO: Associate Legal Director
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 Lead Attorney is an integral part of ILC’s legal team. ILC has two Lead Attorney positions responsible for overseeing ILC’s Special Immigrant Juvenile Status (SIJS) work. The core functions of this position are (1) management; (2) specialization; (3) direct representation; and (4) outreach. The ideal candidate for this position is a leader and self-starter and is passionate about providing excellent services to clients with compassion and integrity.

CORE FUNCTIONS OF THE POSITION:

Management

- Set goals for maximizing efficiencies and serving as many people as possible without sacrificing quality of service.
- Supervise ILC staff who contribute to serving clients who may qualify for SIJS relief and assist them in goal setting, communicating well, and making expectations clear.
- Collaboratively train and evaluate ILC staff serving SIJS clients.
- Assist with the preparation and presentation of reports to board and funders, when relevant to this position.
- Attend and report progress on SIJ work at Team Leads, Legal Team, and Staff meetings.
- Collaborate with Legal Directors to strategize handling of the SIJ waitlist on a quarterly basis.

Specialization:

- Provide oversight, guidance, and strategic direction for state court cases in multiple jurisdictions across Nebraska.
- Develop and maintain toolkits for ILC legal service providers to use as a guide for SIJS cases.
- Serve as a resource and provide technical assistance to ILC staff who work with SIJS clients.
- Manage a caseload of SIJS cases, including other case types for which SIJs and their immediate family members may also apply.
- Offer guidance and mentorship to attorneys and DOJ-accredited representatives who are providing direct representation to clients before Nebraska state courts, the Omaha Immigration Court, Board of Immigration Appeals, United States Citizenship and Immigration Services (USCIS), and Immigration and Customs Enforcement.

Direct Representation:

- Provide legal counsel, advice, and direct representation before Nebraska State Courts and federal district court as necessary.
- Represent clients before all immigration-related agencies, including the Omaha Immigration Court, Board of Immigration Appeals, United States Citizenship and Immigration Services (USCIS), Immigration and Customs Enforcement, Customs and Border Protection, Department of State, etc.
- Maintain complete and accurate client records in physical files and in ILC’s case management software, including, but not limited to logging all case activities; filing receipts, correspondence, and filings in the case file; tracking reminders and deadlines; meeting those deadlines; etc., as described in detail in ILC’s Legal Procedures Manual.

- Effectively and efficiently track open/closed cases using ILC's case management software.
- Maintain contact with clients, and promptly return calls in according with ILC's Legal Procedures Manual.

Outreach:

- Contribute to outreach and education programs related to SIJS and advocating for the rights of immigrant children in state courts.
- Work with courts and child service agencies across the state of Nebraska to provide education and advocacy to promote an accurate understanding of state court obligations and limitations for findings or rulings related to SIJS.
- Performs other duties as required.

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.
- In-depth knowledge of immigration and nationality law and procedure is required.
- Two years practicing immigration law is required.
- Family law experience preferred.
- Fluency in Spanish is preferred.
- JD with at least 2-3 years of experience in a non-profit organization preferred.
- Experience providing support, guidance, and mentorship.
- 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.