



POSITION TITLE: Lead Attorney
REPORTS TO: 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 asylum 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 and develop strategies for maximizing efficiencies and serving as many asylum applicant clients as possible, without sacrificing quality of service.
- Supervise, train, and evaluate a team of ILC staff attorneys, DOJ-accredited representatives, paralegals, and legal assistants who collaboratively serve asylum applicant clients.
- Assist with the preparation and presentation of reports to board and funders, when relevant to ILC’s asylum work.
- Report on developments relevant to ILC’s asylum work at Team Leads, Legal Team, and Staff meetings.
- Collaborate with Legal Directors to strategize management of the waitlist for asylum-related services on a quarterly basis.

Specialization:

- Provide oversight, guidance, and strategic direction for affirmative and defensive asylum cases for clients residing in Nebraska and Southwest Iowa.
- Develop and maintain toolkits for ILC legal service providers to use as guides in asylum-related case types.
- Serve as a resource and provide technical assistance to ILC staff who work with asylum applicant clients.
- Manage a caseload of affirmative and defensive asylum cases, including other humanitarian and family-based case types for which asylum applicants and their immediate family members may also apply.
- Offer guidance and mentorship to attorneys and DOJ-accredited representatives who are providing direct representation to asylum applicant clients before the Asylum Office, Omaha Immigration Court, Board of Immigration Appeals, and in federal courts.
- Collaborate with ILC’s social work department to ensure that asylum applicant clients who are “Unaccompanied Children” receive supportive case management services.

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 Asylum Office, 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:

- Develop and provide educational presentations related to the U.S. asylum system and issues affecting asylum seekers for professional, immigrant, and general public audiences.
- Conduct outreach at partner organizations in Nebraska and Southwest Iowa to generate awareness of ILC services available to asylum seekers.
- Perform 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, Iowa, or any U.S. state.
- In-depth knowledge of immigration and nationality law and procedure is required.
- Two years practicing immigration law is required.
- 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 to colleagues is preferred.
- Ability to take initiative and make difficult decisions when necessary.
- Excellent communicator and writer.
- Strong interpersonal 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.