

Justice for Our Neighbors – Nebraska

POSITION TITLE: Rural Capacity Building Managing Attorney
REPORTS TO: Senior Managing Attorney
WORKSITE: Omaha, Nebraska

ORGANIZATIONAL DESCRIPTION: Justice for Our Neighbors – Nebraska (JFON-NE) is a non-profit organization welcoming immigrants into our communities by providing high-quality legal services, education, and advocacy. JFON-NE is part of the national JFON network.

JFON-NE is an equal opportunity employer. JFON-NE 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 (RCB) Managing Attorney is responsible for ensuring the continued success and overseeing the rapid growth of the Rural Capacity Building program. This RCB Managing Attorney will work with the RCB program team, the JFON-NE team, community members, and a wide variety of community partners to carry out the objectives of the program. Key program areas include providing direct immigration legal services to low-income immigrant community members in rural Nebraska; working with rural communities in identifying their local needs for capacity-building; and providing education, advocacy and representation support to facilitate growth toward community identified goals for rural community inclusion.

This is a full-time position based out of JFON-NE's Omaha office, but travel throughout the state is required.

MAJOR DUTIES:

- In coordination with the Senior Managing Attorney, Legal Director and Executive Director provide oversight, guidance, and strategic direction of the RCB program.
- Lead, manage, supervise and mentor a large team of supervising attorneys, staff attorneys, Department of Justice accredited representatives, and administrative staff.
- Develop and manage relationships with community partners across the state of Nebraska.
- Work in coordination with the RCB Supervising Attorneys in the case assignment, hiring, supervision and professional development of the law office staff in the Omaha office and in satellite offices in rural Nebraska locations
- Work in coordination with the Chief Financial Officer on budgeting and finance related matters for the Rural Capacity Building program.
- Work in collaboration with Nebraska Appleseed, Heartland Workers Center, Centro Hispano, and the Center for Rural Affairs to build capacity and promote inclusion within targeted rural communities.
- Oversee JFON-NE's caseload involving the legal needs of clients within the targeted geographic areas of the Rural Capacity Building program.
- Provide legal counsel and advice to JFON-NE 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.
- Take leading role in Rural Community Inclusion Project (RCIP) work groups and collaborative efforts to empower immigrant community members throughout Nebraska.
- Compile and analyze programmatic statistical information for reports.
- Steer outreach and education programs.
- Other duties as assigned.

QUALIFICATIONS:

- Must have a J.D. and be admitted to practice in Nebraska.
- Must have at least 5-7 years of non-profit work experience; management, supervision and mentoring of staff strongly preferred.
- Must have at least 3-5 years of immigration law experience.
- Experience in the oversight, growth and evaluation of programming.
- Demonstrated ability to cultivate and maintain relationships with a variety of stakeholders including community partners, government officials, donors, and the local community.
- Experience working and/or living in a rural community preferred, but not required.
- Spanish language proficiency is preferred, but not required.
- Ability to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines.
- Excellent oral, written and analytic skills.
- Ability to work sensitively with clients having diverse personalities, lifestyles, cultures, and faiths.
- Strong commitment to public interest legal services.

APPLICATION:

- Salary range: \$50,000 - \$60,000 based upon experience
- Please send resume, cover letter, references, and writing sample by email to Mindy Rush Chipman at mindy@jfon-ne.org
- Position will remain open until filled; preferred start in January of 2018.