

## Justice for Our Neighbors – Nebraska

**POSITION TITLE:** Rural Capacity Building Supervising Attorney – Eastern Nebraska  
**REPORTS TO:** Rural Capacity Building 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 Eastern Rural Capacity Building (RCB) Supervising Attorney will work with the Rural Capacity Building 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 will be based in Omaha, Nebraska. This position will oversee staff attorneys working out of Columbus, Nebraska City, Crete and South Sioux City Regular travel to JFON-NE sites within the Eastern RCB area and periodic travel throughout the state of Nebraska is required.

### **MAJOR DUTIES:**

- In coordination with the RCB Managing Attorney provide oversight, guidance, and strategic direction of the Rural Capacity Building program.
- Lead, manage, team of staff attorneys and administrative staff in the Eastern Nebraska JFON-NE offices.
- In coordination with other JFON-NE staff, hire, train, manage and evaluate RCB staff attorneys, paralegals, Department of Justice accredited representatives, and administrative assistants for Eastern Nebraska JFON-NE offices.
- Recruit, train and supervise volunteers, interns and/or clerks to support Eastern Nebraska JFON-NE offices.
- Develop work plan and service priorities for immigrants living in targeted rural communities.
- Oversee JFON-NE's caseload involving the legal needs of clients within the Eastern Nebraska 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.
- Work in collaboration with Nebraska Appleseed, Heartland Workers Center, Centro Hispano, and the Center for Rural Affairs to build capacity and promote inclusion of the immigrant community, with particular focus on rural communities in Eastern Nebraska.
- Take leading role in Rural Community Inclusion Project (RCIP) workgroups and collaborative efforts to empower immigrant community members throughout Nebraska.
- Compile and analyze programmatic statistical information for program reports.
- Contribute and steer outreach and education programs.

- Manage mileage and other expense reimbursement requests within budgetary guidelines.
- Other duties as assigned.

**QUALIFICATIONS:**

- Must have a J.D. and be admitted to practice in Nebraska.
- Must have 3 – 5 years of immigration legal experience, experience working in the non-profit sector is preferred.
- Experience in the oversight, growth and evaluation of programming, preferred but not required
- Ability to cultivate and maintain relationships with a variety of stakeholders.
- Experience working and/or living in a rural community preferred, but not required.
- Spanish language proficiency is strongly 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: \$45,000 - \$55,000 based upon experience
- Please send resume, cover letter, references, and writing sample by email to Mindy Rush Chipman at [mindy@jfon-ne.org](mailto:mindy@jfon-ne.org)
- Position will remain open until filled.