



Nebraska Coalition to End Sexual and Domestic Violence

- Job Title:** Immigration Project Attorney
- Status:** Full Time, Exempt
- Reports to:** Legal Director
- Salary:** \$57,000 – \$63,000
- Location:** Lincoln NE, with remote work options and occasional in-state travel

Job Summary:

The Immigration Project Attorney is a member of the Coalition's Legal Team and provides direct legal support to survivors of domestic/sexual violence and trafficking in need of legal immigration services. This position works in tandem with other Coalition Team members and the rural member programs across Nebraska. This work requires a strong anti-oppression framework, incorporating social change, and social justice into all efforts.

Principal Duties:

I. Direct Service

- A. Provide direct legal services to victims as permissible through the Coalition's approved projects.
- B. Ensure use of protocols addressing conflicts of interest; confidentiality; screening for domestic violence, sexual assault, stalking, and human trafficking; and the enhancement of victim safety.
- C. Evaluate client services through the use of evaluation surveys and case progression.

II. Support to Nebraska's Network of Direct Service Programs

- A. Coordinate with rural member programs to accept referrals of immigrant survivors in need of legal representation and respond to information requests on immigration issues and cases.
- B. Collaborate with member programs to ensure safety planning and support services for survivors.

- C. Assist rural programs with developing strategies to improve the response to immigrant survivors.
- D. Provide information and support to rural programs regarding accessing various language lines for victims who speak languages other than English and Spanish.

III. Collaborative Support to Allied Organizations

- A. Build, cultivate, and maintain partnerships with allied organizations and community partners.
- B. Collaborate and provide information as needed to other non-profit legal assistance agencies as partners on providing services.
- C. Provide education to law enforcement officers and prosecutors regarding participating in certifying U Visas and T Visas, and challenges survivors with limited English proficiency encounter.
- D. Partner with the Nebraska County Attorney's Association in order to provide training through conference opportunities.
- E. Represent the Coalition on community task forces or working groups as identified.
- F. Network with statewide partners from diverse and traditionally marginalized communities to address prevention and intervention in these communities.

IV. Administrative/Other Duties

- A. Assist with grant reporting and applications that fund Coalition's immigration services.
- B. Identify and participate in ongoing education and professional development on identified topics.
- C. Contribute articles and information for the Coalition's website and email news updates.
- D. Participate in the Coalition's strategic planning process and Team activities.
- E. Other duties as assigned.

Estimated Distribution of Duties:

- 85% Direct Services to victims
- 7% Support Services to network of programs
- 5% Collaboration with outside agencies
- 2% Administrative
- 1% Other Duties

Minimum Requirements:

1. Juris Doctorate Degree and licensed to practice law in Nebraska.
2. Demonstrated knowledge of domestic violence, sexual assault, human trafficking and stalking issues, as well as Nebraska/Federal law in these areas.
3. Ability to manage cases and be self-directed.
4. Ability to work both independently and as a team.

5. Access to own transportation and willingness for occasional travel.
6. Working knowledge of computer systems and office software.
7. Ability to work with and support the entire Coalition team and outside partner agencies, especially the immigrant, BIPOC, LGBTQ+, and other communities who have been traditionally marginalized or oppressed.
8. Desire to be part of a social change and social justice organization committed to anti-oppression and anti-racism values
9. Willingness to learn and grow with staff, and to create a workplace culture supportive of all.

Preferred Qualifications:

1. Experience in working with survivors of domestic violence and sexual assault.
2. Preferred: Bilingual in English and Spanish with ability to interpret and translate legal terminology. *Additional Compensation Available*
3. Demonstrated public speaking, training, and communication skills.
4. Clear and concise writing skills.
5. Experience with grant management, implementation, and reporting.
6. Flexibility in scheduling, including overnight stays and extended days.

*This job description may change at any time based on identified priorities of the agency and in line with the overall mission.

November 2023