

**Industry:** Legal | **Type:** Full-Time

**Posted Date:** December 7, 2023

**Experience:** 3+ Years

**Practice Areas:** Immigration

### **Job Description**

**POSITION TITLE:** Managing Attorney

**REPORTS TO:** Executive Director

**WORKSITE:** Omaha, Nebraska

**ORGANIZATIONAL DESCRIPTION:** To improve the health and well-being of Maya people through community development strategies in Omaha, Nebraska, the United States, and Q'anjob'al Maya territory consistent with the Q'anjob'al Maya system of social organization and the United Nations Declaration on the Rights of Indigenous Peoples.

CMPI is the first Maya or Indigenous led organization to offer free immigration legal services to Maya and Indigenous migrants in the U.S. Our legal advocates are fluent in Q'anjob'al Maya, Spanish, and English. Besides speaking Indigenous languages, our legal advocates have valuable knowledge and conceptual understandings of Maya and Indigenous protocols, culture, social organization, cosmovisions, and governance. CMPI has Department of Justice (DOJ) accreditation so that Indigenous non-attorney advocates can serve Maya and Indigenous migrants as DOJ accredited representatives.

Our goal is to advance and promote Indigenous sovereignty and self-determination as conceived of in our own Indigenous legal systems, cosmovision, and under international human rights frameworks. We also seek to transform the practice of immigration law, human rights, and civil rights law by bringing our advocacy, cultural knowledge, and linguistic skills to these areas of law and policy. We seek to expand immigration representation to members of the Maya community in Omaha, NE.

**POSITION DESCRIPTION:** The Managing Attorney is an integral part of CMPI's human rights team. The Managing Attorney will supervise the team of legal advocates, including DOJ Accredited Representatives and paralegals. The Managing Attorney will also provide direct representation to members of the Mayan community in Omaha, NE on immigration matters. The core functions of this position on the team are (1) direct representation for Mayan clients; (2) education and (3) advocacy. The ideal candidate for this position is a leader, passionate about providing excellent services to clients with compassion, integrity, and tenacity.

## **RESPONSIBILITIES**

- Supervise and provide technical assistance to the DOJ accredited representatives and paralegals on immigration cases.
- Be an inspiring and inclusive manager of the immigration legal services team; provide mentorship and learning opportunities for DOJ Accredited representatives and paralegals.
- Lead weekly case review meetings for the immigration team.
- Provide direct representation to Mayan clients in the Omaha community in asylum cases, T visas, U visas, VAWA, SIJ, removal defense and other forms of immigration relief before USCIS and EOIR.
- Work with community partners to develop advocacy and outreach projects. Conduct outreach, lead trainings on immigration law, and provide Know Your Rights presentations.
- Coordinate and lead the immigration team's national advocacy efforts regarding immigration policy, specifically regarding the rights of Indigenous immigrants.
- Gather and submit report data for programs to funders.
- Develop and strengthen relationships with organizational partners.
- Contribute to developing and growing the immigration legal services program.

We offer dental, vision, life, AD&D insurance, and an excellent full-coverage health insurance plan. In addition, we have an employee assistance program, unlimited PTO, 9 paid holidays, year-end holiday break, and a day off during your individual birthday! We also offer up to 12 weeks of FMLA for qualifying employees and contribute 5% automatically to each employee's 403(b) retirement plan.

## **QUALIFICATIONS:**

- Dedication to CMPI's Core Values and Mission.
- Must have a J.D. and be admitted to practice law in any state, with the willingness to apply for admission to the Nebraska bar.
- 3+ years of immigration law experience, 5 or more years of experience preferred.
- 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.
- Fluency in Spanish is strongly preferred. Q'anjob'al Maya and/or Mam Maya fluency is a plus, but not required.
- Commitment to ongoing learning, both as an individual and as part of a department, to value, promote, and engage into an inclusive work environment and community.
- Ability to take initiative and make difficult decisions when necessary.
- Excellent communicator and writer.
- Exceptional communication and people skills.
- Exceptional organizational skills.
- Cultural competency and awareness are required.



- 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.
- Expert in using Google applications and ability to learn new software.

### **COMPENSATION**

- Annual salary starting at \$80,000, commensurate with experience.
- Excellent benefits including:
  - Unlimited paid time off (including employee birthday); 9 paid holidays with year-end holiday break; Up to 12 weeks of FMLA
- Medical, dental, vision, life, and AD&D insurance
- Employee assistance program
- 403b retirement plan
- Relocation assistance; travel and expense reimbursement

### **TO APPLY**

Please email your resume, cover letter, a legal writing sample, and three professional references all in PDF format at [development@pixanixim.org](mailto:development@pixanixim.org). Subject line should read:  
**Managing Attorney**

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