



IMMIGRANT CONNECTION

Expanding access to trusted immigration legal services

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NATIONAL LEGAL DIRECTOR

Reports to: Executive Director

Department: Legal Programming

FLSA Status: Exempt, Full-Time

Location: Remote, with occasional travel for trainings, site support, conferences, and national events

Position Summary

The **National Legal Director** provides national leadership, oversight, and accountability for the legal training, DOJ accreditation preparation, technical legal support, assessment, supervision, and quality assurance systems of the Immigrant Connection (IC) Legal Network.

This role exists to ensure that every prospective and current DOJ Accredited Representative within the Immigrant Connection network is properly trained, assessed, supported, supervised, and held accountable to clear legal standards. The National Legal Director safeguards immigrant clients at Local IC Legal Sites, strengthens legal competency across the network, supports DOJ compliance, protects the credibility of Immigrant Connection, and promotes long-term site sustainability.

The National Legal Director serves as the senior legal authority for representative readiness, legal training standards, technical legal assistance, legal quality control, and network-wide legal practice expectations. This position holds final authority over legal readiness determinations for DOJ accreditation and renewal support and ensures that legal training, assessment, coaching, supervision, and technical assistance operate as one cohesive and high-quality legal support system.

This is both a **strategic leadership role** and a **hands-on legal training and supervision role**. The National Legal Director must be able to design systems and curriculum, lead people, assess legal competency, coach developing representatives, respond to complex legal questions, and enforce standards when representatives or sites are not ready to advance.

Essential Responsibilities

1. Legal Representative Assessment, Coaching, and Readiness

Develop, lead, and maintain a comprehensive legal assessment framework for prospective, new, and existing DOJ Accredited Representatives across the Immigrant Connection network.

Responsibilities include:

- Develop, maintain, and oversee clear readiness standards for prospective DOJ Accredited Representatives.

- Assess candidates at key points in the legal training and accreditation pathway, including initial screening, training progress, practice-readiness review, and pre-accreditation review.
 - Determine whether candidates demonstrate the legal knowledge, judgment, ethics, client-care practices, and case-analysis skills required to move forward.
 - Hold final legal authority to approve, delay, or deny readiness for DOJ accreditation application support.
 - Ensure that no accreditation application proceeds without formal legal readiness sign-off.
 - Identify representatives who need additional coaching, remediation, supervision, or limitation of practice areas.
 - Create individualized development plans for representatives who are not yet ready to advance.
 - Evaluate the readiness of existing representatives for expanded practice areas, advanced training, or renewal support.
 - Document assessment outcomes, readiness decisions, coaching plans, and legal team recommendations.
 - Establish accountability mechanisms for representatives who do not meet network legal standards.
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2. Legal Training Pathway Oversight

Provide strategic and operational leadership for the full Immigrant Connection legal training continuum, from prospective representative onboarding through advanced representative development.

Responsibilities include:

- Oversee the design, sequencing, delivery, and quality of legal training for new and existing representatives.
 - Ensure clarity and consistency regarding required training content, prerequisites, timing, expectations, advancement criteria, and completion standards.
 - Build and maintain a structured training pathway for prospective DOJ Accredited Representatives.
 - Ensure training prepares representatives not only to pass accreditation review, but to practice competently and ethically.
 - Develop and oversee training on core immigration legal services, including screening, intake, family-based petitions, humanitarian forms of relief, adjustment of status, naturalization, ethical practice, unauthorized practice of law prevention, legal research, client communication, documentation, and case strategy.
 - Create or supervise training for advanced topics as network capacity grows.
 - Ensure existing representatives receive ongoing professional development, continuing education, and updates on changes in law, policy, procedure, and practice.
 - Evaluate the effectiveness of trainings through assessments, participant feedback, case-review trends, technical assistance patterns, and network needs.
 - Ensure all training materials are legally accurate, practical, accessible, and aligned with Immigrant Connection's standards of practice.
 - Collaborate with legal staff, attorneys, DOJ Accredited Representatives, and program leadership to identify training gaps and emerging needs.
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3. DOJ Accreditation and Renewal Oversight

Lead the legal side of DOJ Recognition and Accreditation preparation for representatives within the Immigrant Connection network.

Responsibilities include:

- Oversee legal readiness review for initial DOJ accreditation candidates.
 - Establish and maintain quality-control standards for accreditation application materials.
 - Review or supervise review of representative qualifications, training history, legal knowledge, experience, writing samples, recommendation materials, and readiness documentation.
 - Coordinate with the Site Operations Team regarding site readiness, organizational compliance, and timing of applications.
 - Ensure legal readiness decisions remain grounded in competency, judgment, ethics, and client-protection standards.
 - Oversee representative renewal preparation and ensure representatives remain active, competent, engaged, and compliant.
 - Monitor DOJ Recognition and Accreditation standards, policy updates, procedural changes, and trends affecting representative accreditation or renewal.
 - Maintain internal systems for tracking accreditation status, renewal timelines, representative development needs, and legal team sign-offs.
 - Identify risks that could jeopardize accreditation, renewal, site credibility, or client protection.
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4. Technical Legal Assistance and Legal Consultation

Provide leadership for Immigrant Connection's technical legal support systems and ensure representatives have timely, accurate, and practical legal guidance.

Responsibilities include:

- Oversee and participate in technical legal support systems, including Ask a Rep, Ask an Attorney, Ask an Expert HelpDesk, and other legal inquiry platforms.
 - Respond directly to legal questions when appropriate, particularly complex, high-risk, precedent-sensitive, or escalated matters.
 - Supervise staff attorneys, experienced DOJ Accredited Representatives, and legal support personnel who respond to network legal inquiries.
 - Establish clear protocols for intake, triage, assignment, response timelines, documentation, escalation, and closure of legal questions.
 - Ensure legal responses are accurate, well-reasoned, practical, and appropriately limited based on the facts presented.
 - Identify recurring legal questions and convert them into training topics, practice advisories, templates, FAQs, or legal tools.
 - Ensure representatives know when to seek help, when to escalate, and when a matter is beyond their authorized scope of practice.
 - Support representatives in developing stronger legal analysis, issue spotting, client screening, documentation practices, and case strategy.
 - Monitor response quality, volume, timeliness, and common areas of confusion across the network.
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5. Legal Supervision, Quality Assurance, and Risk Management

Lead legal quality control systems that protect immigrant clients, support representatives, and strengthen the credibility of the Immigrant Connection network.

Responsibilities include:

- Develop and enforce legal practice standards for DOJ Accredited Representatives within the network.
 - Create systems for periodic case review, representative evaluation, legal file quality checks, and practice-area monitoring.
 - Identify patterns of legal error, weak analysis, incomplete screening, documentation problems, missed deadlines, or practice outside authorized scope.
 - Establish corrective-action pathways when legal quality concerns arise.
 - Recommend remedial training, increased supervision, practice limitations, temporary pauses, or other accountability measures when necessary.
 - Ensure legal team leadership is informed of significant risks, trends, or recurring concerns.
 - Support a culture of humility, learning, excellence, accountability, and client protection.
 - Maintain clear boundaries around legal ethics, unauthorized practice of law, conflicts of interest, confidentiality, competence, diligence, and communication.
 - Ensure representatives and sites understand that legal service expansion must be based on demonstrated competency, not simply demand or desire.
 - Partner and communicate with IC leadership on risk management related to legal programming, site sustainability, representative performance, and network reputation.
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6. Legal Resources and Knowledge Management

Oversee the development, maintenance, and implementation of legal resources that support consistent, high-quality immigration legal services across the network.

Responsibilities include:

- Lead the creation and updating of legal checklists, questionnaires, cover letter templates, intake tools, screening guides, case-preparation guides, practice advisories, templates, sample forms, workflows, and legal resource libraries.
 - Ensure resources are practical, legally accurate, user-friendly, and aligned with IC's standards of practice.
 - Maintain systems for updating materials in response to changes in immigration law, USCIS policy, DOJ requirements, court decisions, filing procedures, forms, fees, and best practices.
 - Ensure representatives know which tools are current, required, recommended, or retired.
 - Promote consistency across the network while allowing appropriate legal judgment based on facts and jurisdictional differences.
 - Use technical assistance trends, training assessments, and case-review findings to identify needed resources.
 - Support knowledge-sharing across the network while maintaining quality control and legal accuracy.
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7. Network Engagement, Convenings, and Continuing Education

Provide leadership for legal content across Immigrant Connection's national gatherings, trainings, webinars, and representative-development spaces.

Responsibilities include:

- Oversee legal content for monthly IC Connection Calls, legal training webinars, representative forums, and continuing education opportunities.
 - Prepare, supervise, and deliver legal sessions for the IC Conference and other national events.
 - Lead or oversee training tracks for prospective legal representatives, basic legal training, advanced legal training, and specialized legal practice areas.
 - Ensure all content is aligned with legal standards, representative needs, network risk areas, and organizational priorities.
 - Use network engagement opportunities to reinforce expectations around competence, ethics, supervision, accountability, and client-centered practice.
 - Create spaces for representatives to learn from one another while maintaining clear legal guardrails.
 - Identify and communicate emerging legal trends, policy changes, and representative needs that should shape future training.
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8. Legal Team Leadership and Supervision

Provide direct leadership, supervision, coaching, and accountability for the Immigrant Connection legal team.

Responsibilities include:

- Supervise attorneys, DOJ Accredited Representatives, legal trainers, legal administrative staff, contractors, and other team members involved in legal programming.
 - Set clear goals, expectations, roles, workflows, and performance standards for the legal team.
 - Conduct regular supervision meetings, performance check-ins, coaching conversations, and accountability reviews.
 - Support legal team members in developing as trainers, technical assistance providers, legal reviewers, and supervisors.
 - Ensure legal team work is coordinated, documented, timely, and aligned with organizational priorities.
 - Build a collaborative, distributed legal team culture marked by excellence, consistency, humility, responsiveness, and accountability.
 - Make staffing, workflow, and capacity recommendations to the Executive Director.
 - Serve as a senior legal thought partner to the Executive Director and IC leadership team.
 - Represent legal program needs, risks, and opportunities in organizational planning.
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9. Legal Program Strategy and Systems Development

Strengthen the long-term legal infrastructure of Immigrant Connection by building systems that are scalable, accountable, and sustainable.

Responsibilities include:

- Develop and refine the national legal training, accreditation, assessment, technical assistance, and quality-control systems.
 - Identify gaps in current legal programming and propose practical solutions.
 - Create dashboards, tools, or reporting systems to track representative development, legal questions, training completion, accreditation status, renewal status, and quality concerns.
 - Analyze legal program data to identify trends, risks, training needs, and opportunities for improvement.
 - Partner with IC leadership to ensure legal programming aligns with organizational mission, growth strategy, site capacity, and client-protection priorities.
 - Help determine when the network is ready to expand into new legal service areas or when additional safeguards are needed.
 - Ensure legal systems are not dependent on informal knowledge, personality-driven processes, or inconsistent expectations.
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Decision-Making Authority

The National Legal Director has authority to:

- Approve or deny legal readiness for DOJ accreditation application support.
 - Require additional training, coaching, supervision, or assessment before a representative advances.
 - Recommend limitations on a representative's practice area based on readiness or performance.
 - Establish required legal standards, tools, assessments, and training expectations.
 - Escalate legal quality concerns to IC leadership.
 - Pause or recommend corrective action when legal risk, representative competency, or client protection concerns arise.
 - Determine when legal team sign-off is required before a site or representative proceeds with specific legal milestones.
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Key Outcomes

Success in this role will result in:

- Prospective representatives entering the DOJ accreditation process only when they are ready.
- Existing representatives receiving meaningful supervision, coaching, continuing education, and accountability.
- Fewer preventable legal errors across the network.
- Stronger consistency in legal practice across IC sites.
- Faster, clearer, and more reliable technical legal support.
- Better documentation of representative readiness, performance, and legal support.
- Stronger accreditation and renewal outcomes.
- Increased confidence among IC sites, representatives, clients, and organizational leadership.
- A legal program culture rooted in competence, ethics, humility, accountability, and protection of immigrant clients.

Key Performance Indicators

The National Legal Director will be evaluated using both quantitative and qualitative measures, including:

- DOJ accreditation approval rate for IC-supported candidates.
- DOJ renewal approval rate for IC-supported representatives.
- Percentage of candidates completing required training and assessment milestones.
- Representative readiness assessment outcomes and improvement over time.
- Timeliness and quality of legal readiness reviews.
- Volume, response time, and resolution quality of technical legal assistance inquiries.
- Reduction in preventable case denials, incomplete filings, missed issues, or inappropriate case acceptance.
- Completion and update rate of required legal resources, templates, and practice tools.
- Participation and engagement in continuing legal education and network trainings.
- Performance and development of supervised legal team members.
- Feedback from representatives, site leaders, legal staff, and IC leadership.
- Documented corrective-action follow-through when legal concerns arise.

Required Qualifications

- Juris Doctor from an accredited law school.
- Active license to practice law in at least one U.S. jurisdiction.
- Significant experience practicing immigration law, particularly in humanitarian, family-based, adjustment, naturalization, and related affirmative immigration benefits matters.
- Demonstrated experience with DOJ Recognition and Accreditation processes.
- Experience training, supervising, coaching, or assessing legal staff, DOJ Accredited Representatives, law students, paralegals, or other legal service providers.
- Strong understanding of legal ethics, unauthorized practice of law issues, client confidentiality, conflicts of interest, competence, diligence, and professional responsibility.
- Proven ability to assess legal judgment, not merely legal knowledge.
- Experience building or improving legal systems, workflows, training programs, or quality-control processes.
- Strong written and verbal communication skills.
- Ability to explain complex legal concepts clearly to developing practitioners.
- Strong judgment, risk-assessment ability, and decision-making confidence.
- Ability to hold individuals accountable while maintaining a supportive and developmental approach.
- Ability to lead a distributed team in a remote work environment.
- Commitment to serving immigrant communities with dignity, excellence, and cultural humility.

Preferred Qualifications

- Experience working in a nonprofit immigration legal services setting.

- Experience within a network-based, affiliate-based, or multi-site legal service model.
 - Prior experience directly supervising DOJ Accredited Representatives.
 - Experience designing adult-learning programs, legal trainings, assessments, or professional development pathways.
 - Familiarity with remote training, learning management systems, webinars, and virtual coaching models.
 - Experience developing immigration legal templates, screening tools, practice advisories, or case-review protocols.
 - Experience managing legal risk across multiple offices, sites, or jurisdictions.
 - Bilingual ability, especially Spanish, preferred but not required.
 - Experience with faith-based, community-based, or nonprofit legal ministries preferred.
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Core Competencies

The ideal candidate will demonstrate:

- **Legal excellence:** Strong immigration law knowledge and the ability to apply it practically.
 - **Sound judgment:** Ability to distinguish between readiness, potential, risk, and overconfidence.
 - **Teaching ability:** Skill in training adults, explaining complex concepts, and developing legal reasoning.
 - **Coaching mindset:** Ability to support representatives while helping them grow in competence and confidence.
 - **Accountability:** Willingness to make difficult readiness or corrective-action decisions when client protection requires it.
 - **Systems thinking:** Ability to build scalable processes that support consistency across a national network.
 - **Risk awareness:** Ability to identify legal, ethical, reputational, and operational risks before they become crises.
 - **Clear communication:** Ability to write, teach, supervise, and advise with clarity and precision.
 - **Collaborative leadership:** Ability to work well with attorneys, representatives, site leaders, administrative staff, and executive leadership.
 - **Mission alignment:** Deep commitment to immigrant dignity, access to justice, and the mission of Immigrant Connection.
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Working Conditions

This is a remote, full-time exempt position. Occasional travel is required for trainings, conferences, site visits, team meetings, and national events. The role requires regular use of virtual meeting platforms, legal research tools, shared document systems, learning platforms, and case-support systems.

Because this position supports representatives and sites across the country, occasional evening or adjusted-hour availability may be required for trainings, urgent legal questions, or network events.