



**JOB ANNOUNCEMENT**  
**HUMAN RESOURCES/FINANCE ASSISTANT**  
[www.firrp.org](http://www.firrp.org)

**THE ORGANIZATION**

The Florence Immigrant & Refugee Rights Project (FIRRP) is the only organization in Arizona that provides free legal and social services to detained immigrants. Immigrants facing deportation do not have the right to a public defender. Without representation, many will lose their case and be sent back to the conditions they are fleeing. For some, this is a death sentence. We strive to address this injustice by increasing representation and pro bono placement for individuals, and creating pro se empowerment initiatives to assist individuals representing themselves in court. We are nationally known for our legal service delivery systems and materials. Our vision is to ensure that all immigrants facing removal have access to counsel, understand their rights under the law, and are treated fairly and humanely.

**HUMAN RESOURCES/FINANCE ASSISTANT POSITION**

We are seeking a sharp human resources and office administrative assistant to be a key player in the organization. Your duties will be to assist in managing the daily operations of the HR department as well as provide clerical support to the Finance department. Duties include, but are not limited to:

- Assisting with HR programs and processes, such as benefits, recruiting, training and development, onboarding, separations, and employee data changes;
- Assisting with background checks, compiling and distributing new hire packets, and other onboarding administration;
- Assisting with FIRRP team-building activities, celebrations, all staff meetings, and annual retreat;
- Assisting with Finance records management, including scanning, file maintenance, and cataloguing and boxing files for offsite storage;
- Providing administrative and clerical support to the Accounts Manager via making copies, sorting and distributing mail, credit card statements, and making deposits to the bank.

If you have a solid background in human resources or office administration, we want to hear from you. This position is based in our Tucson office.

**QUALIFICATIONS**

We are seeking applicants who have a commitment to immigrant rights, social justice, or human rights issues, and who are hard-working team players who enjoy working in a collaborative, fast-paced and high volume nonprofit setting. Prior work or internship experience in immigration rights, human rights, criminal justice, or in a nonprofit or legal services setting is a plus. The applicant must have:

- Proven track record in maintaining discretion with confidential information - Must be able to handle highly confidential situations with professionalism and tact.
- Proven ability to manage tasks with competing priorities and deadlines, independently determining order of priority and self-initiating other value-added tasks;
- Strong working knowledge of Microsoft Office applications including Excel, Word, and PowerPoint.
- Excellent interpersonal, verbal and written communication skills;

- Possess a willingness to wear multiple hats and ability to prioritize;
- Outstanding organizational skills with a strong attention-to-detail;
- Self-starter with a proven ability to take initiative and be a problem solver;
- Team-oriented with strong integrity and professionalism.
- Some travel is required for this position - Must have reliable transportation.

## **SALARY AND BENEFITS**

This is a full-time, salaried non-exempt position. Starting salary is \$36,000. Florence Project strives to create and uphold a positive, supportive, and inclusive work environment for staff. We offer excellent benefits, including medical, dental, vision, and life insurance, with full premiums paid by the Florence Project. We also provide mileage reimbursement for travel between offices and places of work. After two years of employment, staff members are eligible for the employer matching retirement plan. Paid time off includes one personal day each month in addition to fifteen days of vacation and twelve days of sick/medical leave annually, four weeks maternity-paternity leave (up to twelve weeks total, with option to use personal, vacation, and sick paid time off for unpaid portion), and bereavement leave. The Florence Project observes all federal holidays. After three consecutive years of employment with the Florence project, staff members are eligible for an eight week paid sabbatical.

## **APPLICATION PROCESS**

To apply, please send a letter of interest, resume, and 3 professional references to [jobs@firrp.org](mailto:jobs@firrp.org) with "HR/Finance Assistant" in the subject line. Applications will be considered on a rolling basis, and we encourage applicants to apply as soon as possible. The Florence Project values diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, individuals with disabilities, and members of under-represented communities. Only applicants considered for an interview will be contacted.