



**JOB ANNOUNCEMENT  
LEGAL ASSISTANT— CHILDREN'S PROGRAM  
PHOENIX OFFICE**  
[www.firrp.org](http://www.firrp.org)

**THE ORGANIZATION**

The Florence Project was founded in 1989 to respond to a representation crisis for indigent non-citizens detained at the rural Immigration and Customs Enforcement (ICE) Detention Center in Florence, Arizona. Through our programs today, we provide services to more than 4,000 men, women, and children detained in Eloy, Florence, Phoenix, and Tucson, Arizona on any given day. The Florence Project has become known nationally for its legal service delivery systems which ensure detained people empowered access to justice. The Florence Project provides high quality legal advice or representation and supports initiatives for national changes in immigration law and policy.

The Florence Project's Detained Immigrant and Refugee Children's Initiative educates, empowers and provides legal assistance to unaccompanied immigrant children in removal proceedings in Phoenix, Arizona. All of the children served are held in shelters, group homes, or long term foster care overseen by the Office of Refugee Resettlement while awaiting deportation hearings. The Children's Initiative is part of the national Legal Access for Unaccompanied Children network overseen by the Vera Institute of Justice.

**THE LEGAL ASSISTANT POSITION**

The Legal Assistant will work on a team to provide unaccompanied children interactive youth-friendly "know your rights" presentations at shelters, legal intakes, follow-up interviews, pre-court counseling sessions, and representation in front of the immigration court, family court, and U.S. Citizenship and Immigration Services. The position includes extensive client contact with children, including indigenous children and children who have suffered abuse, abandonment, neglect or other emotional and physical trauma. The position also includes substantial administrative work including file management, data entry, and referral services, as well as supporting the attorneys with their legal casework.

This position is based in the Florence Project's office in central Phoenix, with occasional travel to Tucson and Florence, AZ.

**REQUIREMENTS**

***Fluency in Spanish is required.*** We are seeking applicants who have a demonstrated commitment to immigration, social justice, or human rights issues with excellent interpersonal skills who enjoy working in a collaborative, client-centered law office environment. Must be flexible and a team player. Prior experience working with teenagers and prior office administrative experience are pluses. Travel is required for this position - must have reliable transportation.

**SALARY AND BENEFITS**

This is a full-time, salaried non-exempt position. Starting annual salary is \$36,000. We strive to create and uphold a positive, supportive, and inclusive work environment for all staff. We offer excellent benefits, including medical, dental, vision, and life insurance, with full premiums paid by the Florence Project. We also provide limited mileage reimbursement for travel between offices and places of work. After two years of employment, employees are

eligible for an 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, in addition to observing all federal holidays. After three years of employment, employees are eligible for an eight week paid sabbatical.

### **APPLICATION PROCESS**

To apply, please email a letter of interest, resume, and three professional references to [jobs@firrp.org](mailto:jobs@firrp.org), with “Legal Assistant – Children’s Program/Phoenix” in the subject line. Applications will be considered on a rolling basis, and applicants are encouraged to apply as soon as possible. Only applicants selected for an interview will be contacted. 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.