



JOB ANNOUNCEMENT

DATA ENTRY ASSISTANT (Temporary)

THE ORGANIZATION

The Florence Immigrant & Refugee Rights Project (www.firrp.org) is a non-profit organization providing free legal services to the more than 4,000 men, women, and unaccompanied children detained for immigration removal proceedings in Arizona on any given day. Because there is no right to government-appointed counsel in immigration proceedings, an estimated 86% of immigrants appear alone before an immigration judge. The Florence Project addresses this inequity by providing legal orientation and education services, individual legal intakes, court preparation activities, referrals to volunteer attorneys in the community, and direct representation to immigrants in federal custody who cannot afford to hire private counsel.

DATA ENTRY ASSISTANT POSITION

The Florence Project Children's Program has an immediate opening for a data entry assistant in our Phoenix office. The Children's Program provides "know your rights" presentations, intakes, court preparation, and legal representation services to unaccompanied immigrant children in federal custody in Phoenix and Tucson. Most of the children served are recent migrants from Central American countries. The data entry assistant provides the Children's Program team with critical data tracking and administrative support.

Job responsibilities include:

- Entering organizational data into databases, maintaining data entry requirements by following data program techniques and procedures.
- Verifying entered client biographical information by reviewing, correcting, deleting, or reentering data.
- Testing client and account system changes and upgrades by inputting new data and reviewing output.
- Following policies and procedures and reporting requirements. Providing input on systems that can be updated and organized better.
- Maintaining client confidence and protecting operations by keeping information confidential.
- Contributing to team efforts by accomplishing related results as needed.
- Organizing and maintaining physical filing system.
- Providing office coordinator with support in data related tasks as well as front office coverage as needed.
- Downloading, printing, and organizing materials for Know Your Rights presentations daily.
- Maintaining general email.
- Interacting with clients and answering client questions.

JOB TYPE

This is a full-time, temporary position. We are looking to fill a 6 month appointment, with the possibility that the position will become permanent, as need and funding permits. Work schedule is 40 hours, per week: Monday – Friday, 8:30 am – 5:00 pm. Salary is \$12/per hour.

QUALIFICATIONS

- High school graduate or equivalent;
- Excellent organizational skills and high attention to detail;
- Excellent typing and data entry skills, and experience with databases and data tracking (i.e. Legal Server, Caspio);
- Basic troubleshooting skills for technology (i.e. computers, software);
- Strong interpersonal skills, a flexible team player, and ability to show initiative and work independently;
- Highest ethical standards, maintain confidentiality, and comfortable working in a legal office setting;
- Must pass federal and state background checks;
- Spanish language fluency or advanced proficiency required.
- Able to lift up to twenty pounds.

HOW TO APPLY

Please email a letter of interest, resume, and three references to jobs@firrp.org with "Data Entry Assistant" in the subject line. Please include in your letter of interest, the name of the publication/website where you found out about this job opportunity. Applications are considered on a rolling basis **so please apply early**. We value diversity in the workplace and strongly encourage applications from members of under-represented or disadvantaged communities.