



**JOB ANNOUNCEMENT
LEGAL ASSISTANT - ELOY**
www.firrp.org

The Organization

The Florence Immigrant & Refugee Rights 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 Eloy Legal Assistant Position

The Florence Project has an opening for a legal assistant with our Florence/Eloy programs. The legal assistant will work on a team with attorneys to provide pro bono legal services to detained men and women in ICE custody in Eloy. The legal assistant will conduct client intake interviews, provide regular bond workshops, assist with applications for relief from removal, and help prepare individuals for their final immigration court hearings both 1-on-1 and in group workshop settings. The legal assistant maintains his or her own caseload and is also responsible for scheduling client visits, daily case management, obtaining and preparing supporting documentation including country conditions and legal research, communicating with family members, and supporting attorneys with legal cases as needed. S/he is also responsible for data entry and preparing monthly statistics for grant reporting purposes.

The position is based in our Florence office, a rural prison town, with the opportunity to work out of Project offices in Phoenix or Tucson 1-2 days a week, depending on availability. The position involves substantial time spent in the Eloy Detention Center, in Eloy, Arizona.

Requirements

Fluency in Spanish is required. We are seeking applicants who have a demonstrated commitment to immigrant rights, social justice, or human rights issues and who are comfortable working in a detained setting. We seek hard working team players who are flexible and 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 legal services setting is a plus. The applicant must have excellent organizational, communication, and writing skills. Must be flexible and a team player. 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 \$38,000. 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 with “Legal Assistant – Eloy” 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.