



FLORENCE
IMMIGRANT
& REFUGEE
RIGHTS PROJECT

JOB ANNOUNCEMENT
FIRRP-PLAN Lead Attorney
FLORENCE PROJECT - PHOENIX OFFICE

www.firrp.org
www.planphx.org



PARTNER ORGANIZATIONS

Phoenix Action Legal Network (PLAN) is a network of engaged attorneys committed to increasing pro bono and free legal services and strategic support to advance social justice in Arizona. The Justice for Immigrants and Families Project is PLAN's key initiative, aimed at increasing access-to-justice for non-detained immigrant families in Maricopa County facing deportation. To learn more about PLAN, visit www.planphx.org.

The Florence Immigrant & Refugee Rights Project (FIRRP) is the only organization that provides free legal and social services to detained immigrants in Arizona. 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. FIRRP strives 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. FIRRP is nationally known for its 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. To learn more about FIRRP, visit www.firrp.org.

THE FIRRP-PLAN LEAD ATTORNEY

The FIRRP-PLAN Lead Attorney position is a unique partnership between the two organizations to enhance representation for non-detained immigrants in removal proceedings. The Lead Attorney will provide screening and consultations of prospective clients, and provide direct representation before the Phoenix Immigration Court and Board of Immigration Appeals. Cases will include referrals from PLAN's community partners as well as FIRRP clients who have been released from detention with pending cases before the Phoenix EOIR, USCIS, or BIA. Priority will be given to especially vulnerable populations, including survivors of domestic violence, trafficking and torture, members of LGBTQ communities, and asylum seekers. This is a two year position with a possibility of renewal, depending on funding. The position is based in FIRRP's Phoenix office, with occasional travel to Florence and Tucson for training purposes.

DUTIES AND RESPONSIBILITIES

The FIRRP-PLAN Lead Attorney responsibilities include, but are not limited to:

- Screen potential clients for all available immigration benefits and provide in-person consultation for individuals referred by PLAN's community partners and formerly detained FIRRP clients.
- Directly represent individuals before the Phoenix Immigration Court and strive to maintain a caseload of 30-40 active cases. Track cases and outcomes accordingly.
- Proactively communicate with the PLAN-FIRRP Working Group, including participating in joint quarterly meetings to review case load, advocacy efforts, and other developments and considerations.
- Depending on capacity, collaborate with PLAN's community partners on Know Your Rights and informational presentations on various immigration issues.

- Depending on capacity, develop and implement pro se support and/or limited representation arrangements for unrepresented immigrants for those released from representation if cases cannot be taken as direct representation (e.g. help meet one year filing deadline for asylum applications, applying for Employment Authorization Documents, or applying for administrative closure).
- Depending on capacity, collaborate with PLAN to place appropriate cases with pro bono attorneys.
- Supervise and mentor one PLAN-FIRRP staff attorney.

SALARY AND BENEFITS

This is a full-time, salaried exempt position. We offer a competitive annual salary for our network. FIRRP strives to create and uphold a positive, supportive, and inclusive work environment for staff. FIRRP offers excellent benefits, including medical, dental, vision, and life insurance, with full premiums paid by the Florence Project. FIRRP also provides mileage reimbursement for travel between offices and places of work. After two years of employment, employees 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, in addition to observing all federal holidays. After three years of employment with FIRRP, employees are eligible for an eight week paid sabbatical.

QUALIFICATIONS

- Licensed to practice law, in good standing, in any state in the United States. Bar membership in Arizona preferred.
- At least two to three years of experience practicing immigration law, including preparing and representing immigrants and asylum seekers before EOIR, USCIS, and/or the BIA.
- Management/supervision experience strongly preferred.
- Fluency in Spanish is required.
- Experience working with survivors of abuse, human trafficking, or other trauma.
- Excellent writing and public speaking skills.
- A strong record of cultural competence and cross-cultural communication skills.
- Ability to work collaboratively and handle multiple demands.
- Excellent team player and flexible attitude.
- Creative problem solver and sense of humor always a plus.

APPLICATION PROCESS

To apply, please email a resume, letter of interest, three professional references, and writing sample to jobs@firrp.org, with "FIRRP-PLAN Lead Attorney" in the subject line. Applications will be considered on a rolling basis, so applicants are encouraged to apply as soon as possible. Only applicants selected for an interview will be contacted. FIRRP and PLAN value diversity in the workplace and strongly encourage applications from people of color, LGBTQ individuals, individuals with disabilities, and members of under-represented communities.