



FLORENCE  
IMMIGRANT  
& REFUGEE  
RIGHTS PROJECT

**JOB ANNOUNCEMENT  
FIRRP-PLAN LEGAL ASSISTANT  
FLORENCE PROJECT - PHOENIX OFFICE**

[www.firrp.org](http://www.firrp.org)  
[www.planphx.org](http://www.planphx.org)



## **PARTNER ORGANIZATIONS**

Phoenix Action Legal Network (PLAN) is a network of attorneys and other community members 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 at risk of imminent deportation. To learn more about PLAN, visit [www.planphx.org](http://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](http://www.firrp.org).

## **THE FIRRP-PLAN PARTNERSHIP**

The FIRRP-PLAN partnership is a unique collaboration between the two organizations to enhance representation for non-detained immigrants in removal proceedings. Cases 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 the BIA. The collaboration prioritizes representation of primary caregivers and especially vulnerable populations, including members of LGBTQ communities, individuals with disabilities, asylum seekers, and survivors of domestic violence, trafficking and torture. This is a one year position at FIRRP 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.

## **FIRRP-PLAN LEGAL ASSISTANT DUTIES AND RESPONSIBILITIES**

The legal assistant will work closely and collaboratively with the FIRRP-PLAN Lead Attorney to implement and grow this new program and to provide quality, free direct representation before Phoenix EOIR, USCIS, and the BIA. It is a great opportunity for individuals interested in both direct legal services and program management. Individuals who are BIA Accredited Representatives or are interested in becoming a BIA Accredited Representative are encouraged to apply. The FIRRP-PLAN Legal Assistant responsibilities include, but are not limited to:

- Working directly with clients to complete applications for relief from removal, draft declarations, and prepare witness testimony. If BIA Accredited and depending on capacity, representing clients under the supervision of the FIRRP-PLAN Lead Attorney before Phoenix EOIR, USCIS, and the BIA.

- Communicating with family members, gathering evidence (both locally and internationally), and preparing supporting documentation including country conditions and legal research.
- Creating and maintaining systems for case referrals, intakes, case management, and data collection.
- Depending on capacity, collaborating with PLAN's community partners to develop and present community education workshops on various immigration issues.

## **SALARY AND BENEFITS**

This is a full-time, salaried non-exempt position. Starting annual salary is \$36,000, with possible additional compensation commensurate with experience. FIRRPP strives to create and uphold a positive, supportive, and inclusive work environment for staff. FIRRPP offers excellent benefits, including medical, dental, vision, and life insurance, with full premiums paid by the Florence Project. FIRRPP 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 consecutive years of employment with FIRRPP, staff members are eligible for an eight week paid sabbatical.

## **QUALIFICATIONS**

- Fluency in Spanish is required.
- Demonstrated commitment to immigrant rights, social justice, or human rights issues. Prior work experience in immigrant rights, human rights criminal justice, or in a nonprofit legal services setting is a plus.
- Excellent organizational and writing skills as well as cultural competence and cross-cultural communication skills.
- Ability to work collaboratively and handle multiple demands.
- Excellent team player and flexible attitude.
- Experience working with survivors of abuse, human trafficking, or other trauma.
- Creative problem solver and sense of humor always a plus.

## **APPLICATION PROCESS**

To apply, please email a letter of interest, resume, and three professional references to [jobs@firrp.org](mailto:jobs@firrp.org), with "FIRRPP-PLAN Lead Assistant" in the subject line. Applications will be considered on a rolling basis, so applicants are encouraged to apply as soon as possible. FIRRPP 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.