



JOB ANNOUNCEMENT
MANAGING ATTORNEY - DIRECT REPRESENTATION TEAM
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 the more than 4,000 men, women, and children detained in Eloy, Florence, Phoenix, and Tucson, Arizona on any given day. The Florence Project is nationally known for its legal and social services that ensure that detained people are empowered and have access to justice. We provide high quality legal services and support initiatives for national changes in immigration law and policy.

THE DIRECT REPRESENTATION TEAM MANAGING ATTORNEY POSITION

The Florence Project is seeking an individual to join its staff as Managing Attorney over its Adult Program – Direct Representation Team. This is an exciting opportunity to manage our talented team providing direct representation to detained adults in Florence and Eloy. Projects include representing individuals with serious mental health issues, representing individuals with cutting edge asylum issues, projects aimed at providing continuous representation upon release from detention, and a bi-national collaborative asylum initiative. The position involves working with men and women detained in Florence and Eloy detention centers. The Managing Attorney will supervise the legal work of staff attorneys and legal assistants, mentor legal staff, provide legal representation to detained immigrants, and provide legal trainings to the community. The Managing Attorney will also collaborate on training and professional development initiatives for legal staff and participate with program development and outreach activities, in conjunction with the Legal Director and Executive Director. This position reports to the Legal Director.

The Adult Program is generally headquartered in our office in Florence, AZ, approximately one hour south of Phoenix and one to one and a half hours north of Tucson, allowing access to clients detained in Florence and Eloy facilities. Attorneys and Legal Assistants with the Direct Representation Team, however, work in all three of the Florence Project offices. This position will have flexibility to work from either the Phoenix or Tucson offices, but will require regular travel, approximately 3-4 days per month, to other office locations in Phoenix/Tucson or Florence, depending on need. Additional travel to the detention centers and courts in Eloy and Florence will be required, depending on case load.

Duties include but are not limited to the following:

- Supervise staff attorneys, legal assistants, and any special project legal fellows (estimated 8-10 staff total). This includes overseeing and being responsible for the quality of services provided in Florence and Eloy, conducting case reviews as needed with the adult teams, and providing training, mentorship, and support to the legal staff. The Managing Attorney will work closely with the Legal Director in providing this supervision and oversight.
- Provide direct representation to detained men and women in Florence and Eloy, with the opportunity to hand-select your case load with a focus on challenging casework or appeals of particular importance, including cases involving individuals with severe mental health conditions. Direct representation will also include providing mentorship and second chairing new attorneys in a wide variety of deportation defense cases.

- Oversee regular case review meetings with legal staff, orientation for new hires, and plan regular trainings for legal staff.
- In conjunction with the Legal Director, hire legal staff and interns for the Florence/Eloy Direct Representation Team.
- Participate in program development with the Legal Director and the Executive Director, including participating in annual strategic planning retreats with Board and staff. Lead the implementation of any changes to the scope of direct representation legal services provided or the model for delivering those services.
- Oversee collection of data by the legal staff for various grant funded positions, complete quarterly reporting for funders, and participate in network calls, meetings, and trainings.
- Communicate with Legal Director about possible advocacy initiatives and legal trainings for the community.
- Support Florence Project outreach and development activities as needed.
- Administrative duties as needed.

SALARY AND BENEFITS

This is a full-time, salaried exempt position. We offer a competitive annual salary for our network. 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 years of employment with FIRRPP, employees are eligible for an eight week paid sabbatical.

QUALIFICATIONS

- J.D. and admission to any state bar.
- Prefer 2+ years minimum experience providing direct representation to immigrants in removal proceedings. Extensive knowledge of immigration law, specifically deportation defense, asylum, and criminal-immigration law issues is strongly preferred.
- Prefer experience supervising staff or interns and demonstrated ability to inspire confidence in others and play supportive role, be a proactive and engaged supervisor without micromanaging, and be a clear and thoughtful decision maker. If no supervisory experience, must have leadership potential and excellent communication and interpersonal skills, as well as ability to learn a variety of job descriptions and capacity to be trained to be an effective manager.
- Demonstrated commitment to advocating for indigent immigrant clients in a respectful and empowering way and zealous support of the Florence Project's mission.
- Highly organized with ability to be an innovative thinker and work in a high volume setting with limited resources.
- A hard working team player with a sense of humor who is flexible, patient, respectful, and comfortable in a busy nonprofit setting.
- Must be fluent or have advanced proficiency in Spanish.
- Prior experience working with trauma survivors or individuals with mental health issues is a plus, and must be comfortable working with people with criminal convictions.
- Travel is required for this position. Must have reliable transportation.

APPLICATION PROCESS

This is an immediate opening. Applications will be considered on a rolling basis and applicants are encouraged to apply early. To apply, please send a cover letter, writing sample, and resume with 3 references to jobs@firrp.org, with "Managing Attorney – Direct Rep" in the subject line. 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.