



**JOB ANNOUNCEMENT**  
**LEGAL ASSISTANT – FLORENCE/ELOY PROGRAM**  
[www.firrp.org](http://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 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. Responsibilities include, but are not limited to:

- Data entry
  - 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 re-entering data;
  - Making sure electronic data files are not duplicated; and
  - Maintaining client confidence and protecting operations by keeping information confidential.
- Sorting and handling detention center mail and request forms, and uploading electronic copies of mail to electronic files where appropriate;
- Generating form response letters to client inquiries where appropriate;
- Prepare paper filings and copies of court documents for legal staff and clients;
- Create visit lists for our know your rights presentations;
- Work with legal staff to organize and maintain client files (both paper and electronic);
- Stock pro se packets; and
- Other duties as necessary—which may include coverage of reception duties, participation in Know Your Rights presentations, going to facilities to get signatures, translations, assisting with document collection, etc.

The position will work from our Florence office 3 days per week, with the opportunity to work out of either our Phoenix or Tucson office for the remainder of the week.

This is a 1-year appointment, with opportunity for extension, contingent on funding.

**Requirements**

We are seeking applicants who have a demonstrated commitment to immigrant rights, social justice, or human rights issues. We seek hard working team players who are flexible and who enjoy working in a collaborative, fast-paced,

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:

- Fluency in Spanish (strongly preferred)
- Proficient typing skills
- Computer skills and proficiency in Microsoft Office Suite, including Word, Excel, Access
- Organizational abilities
- Administrative skills
- Good communication skills, both written and verbal
- Self-motivation
- The ability to work independently and as part of a team
- A conscientious and responsible working attitude
- Accuracy and good attention to detail
- The ability to do the same task for long periods of time
- The ability to work under pressure and adhere to tight deadlines
- Good spelling, punctuation, and grammar
- A positive approach in a busy working environment
- A good understanding of data confidentiality issues
- Must have reliable transportation

### **Salary and Benefits**

This is a full-time, salaried non-exempt position. Salary is competitive for our network. The 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 basic 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 1-personal day each month in addition to 15-days of vacation and 12-days of sick/medical leave annually, 4-weeks maternity-paternity leave (up to 12 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 years of employment with the Florence project, staff members are eligible for an 8-week paid sabbatical.

### **Application Process**

This is an immediate opening. To apply, please send a cover letter, resume, and 3 professional references to [jobs@firrp.org](mailto:jobs@firrp.org), with "Legal Assistant – Florence Office" in the subject line. Applications will be considered on a rolling basis, and we encourage applicants to apply as soon as possible. Only applicants considered 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 or disadvantaged communities.