



**JOB ANNOUNCEMENT
MANAGING ATTORNEY – ADULT PROGRAM
FLORENCE OFFICE
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. The Florence Project provides high quality legal services and supports initiatives for national changes in immigration law and policy.

The Managing Attorney Position

The Florence Project is seeking an individual to join its staff as Managing Attorney over its Adult Program. 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. On a limited basis, the Managing Attorney may assist with Know-Your-Rights presentations and legal screenings. The Managing Attorney will also oversee training and professional development initiatives for the legal staff in the Florence office 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 headquartered 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. The position will work from the Florence office, and has the flexibility to work 1-2 days per week from our Phoenix or Tucson offices with the possibility for additional flexibility based on individual circumstances.

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. 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 case load with a focus on challenging casework or appeals of particular importance, including cases involving individuals with severe mental health conditions. Direct representation also includes providing mentorship and second chairing new attorneys in a wide variety of deportation defense cases.
- Oversee weekly 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 programs.

- On a limited basis, provide Know-Your-Rights presentations, intakes, and follow up pro se support to men and women detained in the Florence and Eloy detention centers, for coverage purposes.
- 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 legal services provided or the model for delivering those services.
- Oversee collection of data by the legal staff, complete quarterly reporting for funders, and participate in Legal Orientation Program 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.
- Other administrative duties as needed.

Salary and Benefits

This is a full-time, salaried exempt position. We offer a competitive salary, commensurate with experience. The Florence Project strives to create and uphold a positive, supportive, and inclusive work environment for staff. We offer excellent benefits, including medical, dental, and vision insurance, with full premiums paid by the Florence Project. 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.

Requirements

- J.D. and admission to any state bar.
- Preferred experience (2+ years) providing Legal Orientation Program or pro se services to detained immigrants in removal proceedings. Extensive knowledge of immigration law, specifically deportation defense and criminal-immigration law issues.
- Preferred experience supervising staff or interns and demonstrated ability to inspire confidence in others and play supportive role. Must be a proactive and engaged supervisor without micromanaging, and be a clear and thoughtful decision maker. If no supervisory experience, must demonstrate leadership potential and willingness 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 and ability to be innovative thinker and work in 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, with a desired start date of fall 2016, although some flexibility may be possible based on individual circumstances. Applications will be considered on a rolling basis and applicants are encouraged to apply early. To apply, please send a cover letter, resume, writing sample, and 3 references to jobs@firrp.org. The Florence Project recognizes the value of 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. Only applicants selected for an interview will be contacted.