



**JOB ANNOUNCEMENT
CHILDREN'S PROGRAM- MANAGING ATTORNEY
PHOENIX 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 Children's Program educates, empowers, and provides legal assistance to immigrant children in Arizona. Legal services are provided by our staff attorneys or through pro bono representation. All of the children served are held in shelters, group homes, or long term foster care overseen by the Office of Refugee Resettlement while awaiting deportation hearings. The Children's Initiative is part of the national Legal Access for Unaccompanied Children network overseen by the Vera Institute of Justice.

The Managing Attorney Position

The Florence Project is seeking an individual to join its staff as Managing Attorney over its Children's Program in Phoenix. The position involves working with unaccompanied minors detained and released in Maricopa County. The Managing Attorney will supervise the legal work of staff attorneys and legal assistants, mentor legal staff, provide legal representation to detained and released immigrants, and provide legal trainings to the community. On a limited basis, the Managing Attorney will 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 Phoenix office and participate with program development and outreach activities, in conjunction with the management team. This position reports to the Director of the Children's Program and works in partnership with other Managing Attorneys for the Children's Program.

This position is based in the Florence Project's office in central Phoenix, with occasional travel to Tucson and Florence, AZ.

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 for unaccompanied minors, conducting case reviews as needed with the legal teams, and providing training, mentorship, and support to the legal staff.
- Provide direct representation to unaccompanied minors with a caseload of about 20-25 cases at a time, before EOIR, USCIS, Maricopa County's juvenile and family courts.
- Oversee weekly joint case review and intake review meetings with legal staff, orientation for new hires, and plan regular trainings for legal staff.
- In conjunction with the Children's Program Director, hire legal staff and interns for the Children's Program.

- On a limited basis, provide know your rights presentations, intakes, and follow-ups with unaccompanied minors detained under ORR or for intake clinic, for coverage purposes.
- Participate in program development with the Children's Program Director and other Managing Attorneys, 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 funders calls, meetings, and trainings.
- Support Florence Project outreach and development activities as needed.
- Other administrative duties as needed.

Requirements

- J.D. and admission to any state bar. The applicant must be licensed to practice law in Arizona or eligible to waive into practice in Arizona (have two years of good standing in another state bar or have received a score of 273 or greater on the Universal Bar Exam).
- Experience (preferably 2+ years) providing legal services to detained immigrants and/or unaccompanied minors in removal proceedings. Knowledge of immigration law, specifically Special Immigrant Juvenile Status visa, is a plus.
- 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.
- 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 in Spanish or have advanced proficiency.
- 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.

Salary and Benefits

This is a full-time, salaried exempt position. Salary depends on 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. 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, 15-days of vacation and 12-days of sick/medical annually, 4-weeks maternity-paternity leave (up to 12 weeks total, with option to use personal, vacation, and sick PTO 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. 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. 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.