



## **JOB ANNOUNCEMENT PRO BONO MENTOR**

### **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 POSITION**

The Pro Bono Mentor will coordinate the Florence Project's Pro Bono Referral Program for detained adult men and women in immigration removal proceedings in Arizona. S/he will cultivate interest in immigration pro bono work and conduct trainings for the Phoenix and Tucson bar. S/he will work closely with Florence Project staff attorneys to identify pro bono referrals. S/he will prepare pro bono referral memos and provide mentoring to pro bono attorneys in their case preparation. S/he will maintain a small case load and provide direct representation in front of the local immigration courts and Board of Immigration Appeals.

The duties include but are not limited to the following:

- Mentoring and placing pro bono cases from our Florence and Eloy programs (detained men and women).
- Foster and cultivate relationships with law firms, private attorneys, the immigration bar, non-profits, professional associations, university clinics, and judicial pro bono programs.
- Work with legal staff to promptly identify suitable cases for pro bono placement, review and edit incoming referrals from legal services providers, and place cases with the Florence Project's pro bono network.
- Review and update the Florence Project's guides and materials for pro bono attorneys; maintain a library of sample briefs, motions, and other pleadings, and develop other materials for pro bono case mentoring and CLEs as needed.
- Coordinate and conduct monthly CLEs with the Arizona chapter of American Immigration Lawyer's Association, and prepare and give other trainings for lawyers and members of the legal community as needed, as part of pro bono recruitment.
- Maintain and annually update the Florence Project's database of pro bono attorney volunteers. Track cases in appropriate databases.
- Maintain communication with the Children's Program Pro Bono Mentor and Outreach Coordinator, as part of the Florence Project Pro Bono Team, and collaborate on projects as necessary, including end-of-year recognition of volunteer lawyers.

In-house pro bono casework and mentoring:

- Mentor junior Florence Project staff on representation before the Immigration Courts and Board of Immigration Appeals.
- Maintain a personal case load of approximately 10-15 cases a year in order to stay current on issues. Receive cases by referral from legal staff.

- Stay abreast of developments in the areas of immigration law and policy and promptly share relevant developments with colleagues and pro bono volunteers.

Other duties:

- Provide Know Your Rights presentations and intakes on a very limited basis, for coverage purposes.
- Support Florence Project general outreach and development activities as needed.
- Participate in weekly office meetings and quarterly meetings for all staff.
- Assist with other tasks as needed.

This position is preferably based out of our Phoenix office, with regular travel to Florence and Tucson. Exceptional candidates from Tucson will be considered.

## **REQUIREMENTS**

- Fluency or advanced proficiency in Spanish is required.
- Admission to practice law: 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).
- Two years of prior experience practicing before the Immigration Courts or Federal Courts is strongly preferred.
- Prior mentoring experience, a plus.
- Prior experience working with survivors of trauma is a plus.
- Must be comfortable working with people with criminal convictions.
- We are seeking applicants who are self-starters and who have demonstrated a strong commitment to immigration issues, who enjoy working in a collaborative, innovative, and client-centered work environment.
- Applicants must have reliable transportation.

## **SALARY AND BENEFITS**

This is a full-time, salaried exempt position. We offer a competitive salary for our network. 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 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. Applications will be considered on a rolling basis and applicants are encouraged to apply early. Please email a cover letter, writing sample, and resume with 3 references to [jobs@firrp.org](mailto:jobs@firrp.org), with "Pro Bono Mentor" in the subject line. Please include in your email, the name of the publication/website where you found out about this job opportunity. Only applicants selected for an interview will be contacted. 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.