



FLORENCE
IMMIGRANT
& REFUGEE
RIGHTS PROJECT

**JOB ANNOUNCEMENT
PRO BONO MENTOR - CHILDREN'S PROGRAM
PHOENIX OFFICE**

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.

THE CHILDREN'S PRO BONO MENTOR POSITION

The Children's Pro Bono Mentor will work directly with the Children's Program and the Pro Bono Program. The position involves some client contact with youth, including minors who have suffered abuse, abandonment, neglect, or other trauma. However, the majority of the Mentor's time will be devoted to providing an excellent and responsive mentoring service to pro bono lawyers handling Florence Project cases. This position includes administrative duties.

The duties include but are not limited to the following:

- Participate in weekly office meetings and quarterly meetings for all staff.
- Work with the Children's Program to promptly identify suitable cases for pro bono placement.
- Review incoming referrals from legal services providers.
- Conduct intakes for all children placed in long-term foster care and any other kids selected for possible participation in the pro bono program.
- Write up referrals of cases to be placed with pro bono attorneys.
- Place cases with the Florence Project's pro bono network in Arizona, and track the case in the appropriate databases.
- Maintain communication with Florence/Eloy Pro Bono Coordinator, as part of the Florence Project pro bono team, and collaborate on projects as necessary.
- Mentor pro bono attorneys and law firms partnering with the Florence Project.
- Mentor Florence Project staff on representation before the Juvenile Courts, the Immigration Courts, and USCIS
- Review and update the Florence Project's SIJS Guide for Pro Bono Attorneys, and develop other materials for pro bono case mentoring and CLEs as needed.
- Oversee special projects including SIJS in the family court context.
- Provide technical assistance on a discretionary basis to attorneys handling cases outside the FIRR Pro bono Program.
- Coordinate and conduct monthly CLEs and other trainings for lawyers and other members of the legal community, including meet and greet events with law firms, especially in the Phoenix area.

- Support Florence Project general outreach and development activities as needed; oversee end of year pro bono volunteer recognition.
- Maintain between 3-5 active cases at a time, in order to stay current.
- Interview and hire interns (summer and academic year).
- Assist with other miscellaneous pro bono program tasks as needed.

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

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 Arizona Juvenile Courts, the Immigration Courts, or USCIS is strongly preferred.
- Prior mentoring experience is a plus.
- Prior experience working with teenagers and/or survivors of trauma is a plus.
- 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. To apply, please send a cover letter, writing sample, and resume with 3 professional references to jobs@firrp.org, with "Pro Bono Mentor – Children's Program" 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. This position is contingent on funding.