



JOB ANNOUNCEMENT
RECEPTIONIST – PART-TIME, TEMPORARY
www.firrp.org

THE ORGANIZATION

The Florence Immigrant & Refugee Rights Project is a nonprofit organization providing free legal services to the 4,000 men, women, and unaccompanied children detained on any given day for immigration removal proceedings in Arizona. The Project was founded in 1989 and is based in Florence, Arizona. The Project is nationally known for providing high quality legal services and supports initiatives for national change in immigration law and policy.

RECEPTIONIST POSITION

We are seeking an individual to provide general office support with a variety of clerical activities and related tasks. The receptionist maintains a daily presence in the office and is responsible for the following duties:

- Be the first point of contact for clients both in person and by phone as well as the general public; answering basic questions and connecting calls to appropriate staff.
- Coordinate outgoing and incoming mail.
- Manage office supplies and maintain inventory.
- Monitor and document staff credit card and cash purchases, and maintain petty cash.
- Maintain tidiness of all common areas, including reception, copy rooms, kitchen, meeting spaces, supply and file rooms.
- Responsible for office/equipment maintenance. Schedule appointments with vendors and/or create service tickets as needed.
- Manage room reservation schedules.
- Assist with meeting logistics, preparation, and clean-up.
- Support the Operations Manager with technology and communications needs for the Phoenix office as needed.
- Assist with other related clerical duties such as photocopying, faxing, filing, as needed.

This is a part-time, temporary position of 25 hours per week, lasting approximately 12 weeks. Salary is \$13/hour. Position is based in our central Phoenix office.

QUALIFICATIONS

We are seeking applicants who have a commitment to immigrant rights, and who are hard-working team players who enjoy working in a collaborative, fast-paced and high volume nonprofit setting. Prior work experience in a nonprofit or legal services setting is a plus. The applicant must have:

- Strong working knowledge of Microsoft Office applications including Excel and Word
- Excellent interpersonal, verbal and written communication skills;

- Excellent customer service skills
- Outstanding organizational skills with a strong attention-to-detail;
- Self-starter with a proven ability to take initiative and be a problem solver;
- Team-oriented with strong integrity and professionalism.
- Some travel is required for this position - Must have reliable transportation.
- Fluency or advanced proficiency in English and Spanish is required.

APPLICATION PROCESS

This is an immediate hire. We are looking to have this position filled by early May. To apply please send a cover letter, a resume, and 3 references to jobs@firrp.org. Applications will be considered on a rolling basis. Only applicants selected 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 communities.