



**JOB ANNOUNCEMENT
PRO BONO LEGAL ASSISTANT
TUCSON 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 more than 4,000 men, women, and children detained in Eloy, Florence, Phoenix, and Tucson, Arizona on any given day. The Florence Project has become known nationally for its legal service delivery systems which ensure detained people empowered access to justice. The Florence Project provides high quality legal advice or representation and supports initiatives for national changes in immigration law and policy.

THE PRO BONO LEGAL ASSISTANT POSITION

The Florence Project's Pro Bono Program recruits, trains, and mentors attorneys who accept cases on a pro bono basis. Pro bono attorneys represent detained immigrants in removal proceedings in Eloy and Florence, Arizona. Depending on the stage of the proceedings, pro bono attorneys may appear before an immigration judge, the Board of Immigration Appeals, circuit courts of appeal, or federal district courts. We place a wide variety of claims with pro-bono counsel, including bond and release, asylum and related protections, cancellation of removal, waivers under the Violence Against Women act ("VAWA"), and other forms of relief. This position will support the growth of the Pro Bono Program that serves adult detainees. Duties include:

- Assist in the on-boarding and recruiting of pro bono attorneys;
- For cases that are direct representation by the Pro Bono Mentor, provide support for the legal case including collecting evidence, developing client declarations, drafting and preparing filings to submit to Immigration Court, Board of Immigration Appeals, and the District Court.
- Legal screening support to detained adults in Eloy and Florence (1-2 days per week). This includes meeting with potential pro-bono placements in detention, interviewing clients, reviewing files in Immigration Court, and requesting documents as needed from the courts and detention facilities;
- Administrative tasks such as tracking and inputting data in case management system, file maintenance, maintaining and updating spreadsheets of pro-bono and other volunteers, and related organizational duties;
- Support and assist the Pro Bono Program in CLEs, community education, and other community events.

This position is based in the Florence Project's Tucson office, with travel to Florence, Eloy, and occasionally Phoenix.

REQUIREMENTS

Fluency in Spanish is required. Organization skills important. Must be flexible and a team player. Must have reliable transportation. Prior legal experience, experience with the Florence Project, and prior office administrative experience are pluses. Must be able to clear basic background checks and obtain security clearance to enter detention facilities.

SALARY AND BENEFITS

This is a full-time, salaried non-exempt position. Starting salary is \$40,000. The 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 one personal day each month in addition to fifteen days of vacation and twelve days of sick/medical leave annually, six weeks paid maternity-paternity leave (up to twelve 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 consecutive years of employment with the Florence project, staff members are eligible for an eight week paid sabbatical.

APPLICATION PROCESS

This is an immediate opening. To apply, please send a cover letter, resume, and three professional references to jobs@firrp.org, with "Pro Bono Legal Asst - TUC" in the subject line. Please include in your cover letter where you learned about this vacancy. Applications will be considered on a rolling basis, and applicants are encouraged to apply as soon as possible. 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 or disadvantaged communities.