



**JOB ANNOUNCEMENT
LEGAL ASSISTANT -DIRECT REPRESENTATION
FLORENCE IMMIGRANT & REFUGEE RIGHTS PROJECT**

www.firrp.org

THE ORGANIZATION

The Florence Project was founded in 1989 to respond to the representation crisis for indigent non-citizens detained in the rural Immigration and Customs Enforcement (ICE) Detention Center in Florence, Arizona. We seek to counteract systemic injustices that arise in the immigration system due, in part, to the lack of a universal right to representation. Through a range of programs, we provide high-quality legal and social services to the more than 4,500 immigrant men, women, and children that are detained in Arizona on any given day.

The Florence Project is nationally known for its legal and social services models, which strive to empower detained individuals and ensure that they access to justice. The Florence Project also supports initiatives for national changes in immigration law and policy.

THE LEGAL ASSISTANT - DIRECT REPRESENTATION POSITION

We are seeking an individual to join our staff as Legal Assistant to support our growing direct representation legal team. We believe that every person in immigration court should have the right to an attorney, and the growth of our direct representation team embodies a major expansion of our capacity to provide full representation to detained individuals. This position will work with attorneys to serve a wide range of clients in all major defensive forms of relief with an eye toward developing the groundwork to one day create a system for universal representation.

Duties include:

- Provide both technical and administrative support to two attorneys representing men and women in removal and bond matters before the Florence and Eloy Immigration Courts.
 - Support may include helping gather, prepare, and file documents with the court; interviewing and visiting clients; assisting in preparation of applications; reviewing and gathering relevant court records; translating documents from Spanish to English; conducting country specific research; communicating with family, relevant agencies, or experts as needed; and other tasks related to representation in removal or bond before the immigration court
 - Support may also include helping to prepare appellate filings before the Board of Immigration Appeals or applications to United States Citizenship and Immigration Services (USCIS).
 - Support may also include assisting in providing holistic advocacy by developing “release plans” to connect clients to services in the community that are reasonably necessary or prudent to enable a client’s safe release from ICE custody.
- Comply with office and program requirements to track data and case progress.

- Occasionally assist with other Florence Project legal assistant duties to assist with coverage.

This position is tentatively based out of the Florence Project's office in Florence, AZ, approximately one hour south of Phoenix and one and a half hours north of Tucson, with flexibility to work out of the Project's Tucson or Phoenix offices 1-3 days a week, depending on workload and conversations with your supervisor. This position requires frequent time spent in detention facilities in Eloy and Florence.

REQUIREMENTS

- Fluent or professionally proficient in Spanish
- Demonstrated commitment to or interest in social justice, immigrant rights, or human rights issues
- Strong research and writing skills
- Demonstrated ability to be a flexible team player
- Strong work ethic with a demonstrated ability to take initiative and work under pressure
- Must be comfortable working with clients from diverse backgrounds and experiences, including individuals with criminal histories, individuals who have suffered trauma, and individuals from a wide array of cultures and countries. Prior work in immigrant rights, human rights, LGBTQ rights, criminal justice, or mental health advocacy is a plus. Experience working with survivors of domestic violence or victims of trafficking is also a plus.
- Access to a reliable means of transportation
- 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 \$42,000 annually. 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 basic 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 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 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 email a cover letter, resume, and three professional references, to jobs@firrp.org with "Legal Assistant - Direct Representation" in the subject line. Applications will be reviewed on a rolling basis, and candidates are encouraged to apply as soon as possible. Only those 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, persons with disabilities, and members of under-represented or disadvantaged communities.