



JOB ANNOUNCEMENT
MANAGING ATTORNEY - DIRECT REPRESENTATION TEAM
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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. We strive 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 men, women, and children detained in Arizona on any given day. The Florence Project is nationally known for its legal and social service models, which strive to empower detained individuals and ensure that they have access to justice. The Florence Project also actively supports initiatives for national changes in immigration law and policy.

THE DIRECT REPRESENTATION TEAM MANAGING ATTORNEY POSITION

The Florence Project is seeking an individual to join its staff as Managing Attorney in its Adult Program – Direct Representation Team. This is an exciting opportunity to supervise a talented team of attorneys and legal assistants providing direct representation to detained adults in Florence and Eloy. Direct Representation projects include representing individuals with serious mental health issues, a cutting edge asylum project, expansion of detained removal defense, projects aimed at providing continuous representation upon release from detention, and a bi-national collaborative asylum initiative. The position involves working with men and women detained in Florence and Eloy detention centers.

Attorneys and Legal Assistants with the Direct Representation Team work in all three of the Florence Project offices – in Florence, Phoenix, and Tucson. This position will have flexibility to work from either the Phoenix or Tucson offices, but will require regular travel, approximately 4-7 days per month, to other office locations in Phoenix/Tucson and Florence. Additional travel to the detention centers and courts in Eloy and Florence will be required, depending on case load.

Duties include:

- Supervise and mentor direct representation team staff attorneys, legal assistants, and any related legal fellows (estimated 5-6 staff total).
- Provide limited direct representation to detained men and women in Florence and Eloy. The Managing Attorney has the unique opportunity to hand-select a case load with a focus on challenging casework or appeals of particular importance. The Managing Attorney case load may also include providing mentorship and second chairing new attorneys in a wide variety of deportation defense cases.
- Oversee regular case review meetings with legal staff, orientation for new hires, and plan regular trainings for legal staff.
- Hire legal staff and interns for the Florence/Eloy Direct Representation Team.
- Serve as liaison to the Court for programmatic issues.
- Participate in program development with the Legal Director and the Executive Director and take lead in implementing programmatic changes.

- Oversee collection of data by the legal staff for various grant funded positions, complete quarterly reporting for funders, and participate in network calls, meetings, and trainings as needed.
- Communicate with Legal Director about possible advocacy initiatives and community legal trainings.
- Support Florence Project outreach and development as needed.
- Administrative duties as needed.

REQUIREMENTS

- J.D. and admission to any state bar.
- **At least 2 years relevant courtroom experience.** Prefer experience providing direct representation to immigrants in removal proceedings, but other transferrable court experience will also be considered.
- Demonstrated commitment to or interest in social justice and immigrant rights.
- Extensive knowledge of immigration law and immigration court procedure - familiarity with bond, deportation defense, asylum, and/or criminal-immigration law issues is preferred.
- Excellent leadership skills and strong communication and interpersonal skills.
- Ability to effectively supervise and mentor co-workers in a respectful and supportive way.
- Strong legal research and writing skills.
- Strong oral advocacy skills.
- Demonstrated ability to be a respectful and flexible team player.
- Strong work ethic with a demonstrated ability to take initiative and work under pressure.
- Demonstrated commitment to client centered advocacy that seeks to empower our clients.
- Highly organized, innovative thinker with ability to work in a high volume setting with limited resources.
- Fluent or professionally proficient in Spanish.
- Must be comfortable working with clients from diverse backgrounds and experiences. This includes, for example, individuals with criminal histories; individuals who have experienced trauma, domestic violence, or trafficking; 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.
- Travel is required for this position. Must have reliable 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 exempt position. We offer a competitive salary for our network. 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 one year of employment, employees 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, in addition to observing all federal holidays. After three years of employment with The Florence Project, employees are eligible for an eight 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 substantive cover letter explaining your interest in the position and relevant past experience, resume, three professional references, and a writing sample to jobs@firrp.org, with "Managing Attorney – Direct Rep" in the subject line. 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.