



**JOB ANNOUNCEMENT  
PRO BONO MANAGER – PRO BONO 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.

Our Pro Bono Program seeks to build a foundation of pro bono attorneys from within our communities to provide free legal representation to our clients who would otherwise be forced to represent themselves. This program is key in helping us address the lack of legal representation, since there is no public defender system in immigration proceedings.

The Florence Project is nationally known for its legal and social services that ensure that detained people are empowered and have access to justice. We provide high quality legal services and support initiatives for national changes in immigration law and policy.

**THE PRO BONO MANAGER POSITION**

The Pro Bono Manager is responsible for leading and overseeing the Pro Bono Program, as well as, creating, and implementing a strategy for the program that includes an assessment of the current pro bono outreach opportunities and recommendations with input from the Children's Program Director and Legal Director, for: new initiatives, expansion of recruitment efforts, and outreach activities.

The Pro Bono Manager is accountable for casework and oversight of the day-to-day administration of the program, which includes supervising staff members devoted to providing excellent and responsive mentoring service to pro bono lawyers handling Florence Project cases.

The duties include but are not limited to the following:

- **Create, implement, and manage outreach and recruitment of pro bono attorneys:** Works closely with community partners, law firms, and stakeholders to recruit attorneys through legal recruitment presentations. This includes the creation of an appropriate celebration of our pro bonos at an annual Pro Bono Appreciation Event.
- Oversees ongoing mentoring and support for attorneys who have cases placed with them for representation.
- Design and implement a best practices pro bono mentoring method, training, and assessment. Provide overall direction on growth, development, and expansion of Pro Bono Program.
- Supervise and maintain accurate and timely data and reports that reflect the work. This includes setting and monitoring metrics for pro bono placements.
- Manage a small case load of direct representation to stay updated on the legal issues.

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

## **REQUIREMENTS**

- J.D. and 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.)
- Fluency or advanced proficiency in Spanish.
- Proven ability to lead, coach, manage, and develop staff, set and achieve strategic objectives.
- Experience supervising staff or interns and demonstrated ability to inspire confidence in others and play supportive role, be a proactive and engaged supervisor without micromanaging, and be a clear and thoughtful decision maker.
- Demonstrated commitment to advocating for indigent immigrant clients in a respectful and empowering way, zealous support of the Florence Project's mission, and display a commitment to diversity and inclusion.
- Highly organized, able to be an innovative thinker and work in a high-volume setting with limited resources.
- Strong interpersonal skills and the ability to work with diverse populations.
- Ability to communicate effectively verbally and in writing.
- Prior experience working with trauma survivors a plus.
- Must be able to pass federal and state background checks.
- Must have a valid driver license and reliable transportation.
- Proven computer skills.

## **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 one year 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 years of employment with the Florence project, staff members 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 cover letter, resume, three professional references, and writing sample, to [jobs@firrp.org](mailto:jobs@firrp.org), with "Pro Bono Manager" 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 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.