



**JOB ANNOUNCEMENT  
PRO BONO MENTOR - CHILDREN'S PROGRAM  
PHOENIX OFFICE**

**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. 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 have access to justice. The Florence Project also supports initiatives for national changes in immigration law and policy. The Children's Program educates, empowers, and provides legal assistance to immigrant children in Arizona. Legal services are provided by our staff attorneys or through pro bono representation.

**POSITION DESCRIPTION: PRO BONO MENTOR**

The Pro Bono Mentor will work directly with the Children's Program and the Pro Bono Program. The position involves some client contact with youth, including minors who have suffered abuse, abandonment, neglect, or other trauma. However, the majority of the Mentor's time will be devoted to providing an excellent and responsive mentoring service to pro bono lawyers handling Florence Project cases. This position includes administrative duties.

The duties include but are not limited to the following:

- Participate in weekly office meetings and quarterly meetings for all staff.
- Work with the Children's Program to promptly identify suitable cases for pro bono placement.
- Review incoming referrals from legal services providers.
- Conduct intakes for all children placed in long-term foster care and any other kids selected for possible participation in the pro bono program.
- Write up referrals of cases to be placed with pro bono attorneys.
- Place cases with the Florence Project's pro bono network in Arizona, and track the case in the appropriate databases.
- Maintain communication with Florence/Eloy Pro Bono Mentor, as part of the Florence Project pro bono team, and collaborate on projects as necessary.
- Mentor pro bono attorneys and law firms partnering with the Florence Project.
- Mentor Florence Project staff on representation before the Juvenile Courts, the Immigration Courts, and USCIS
- Review and update the Florence Project's SIJS Guide for Pro Bono Attorneys, and develop other materials for pro bono case mentoring and CLEs as needed.
- Oversee special projects including SIJS in the family court context.

- Provide technical assistance on a discretionary basis to attorneys handling cases outside the FIRRP Pro bono Program.
- Coordinate and conduct monthly CLEs and other trainings for lawyers and other members of the legal community, including meet and greet events with law firms, especially in the Phoenix area.
- Support Florence Project general outreach and development activities as needed.
- Maintain between 3-5 active non pro-bono cases at a time, in order to stay current.
- Assist with other miscellaneous pro bono program tasks as needed.

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

### **QUALIFICATIONS:**

- Admission to practice law: The applicant must be 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).
- Fluent or professionally proficient in Spanish is required
- Two years of prior experience practicing before the Arizona Juvenile Courts, the Immigration Courts, or USCIS is strongly preferred.
- Prior mentoring experience is a plus.
- Prior experience working with teenagers and/or survivors of trauma is a plus.
- We are seeking applicants who are self-starters and who have demonstrated a strong commitment to immigration issues, who enjoy working in a collaborative, innovative, and client-centered work environment.
- Must have access to 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. 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 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 send a cover letter, resume, three professional references, and writing sample, to [jobs@firrp.org](mailto:jobs@firrp.org), with "Pro Bono Mentor – Children's Program" in the subject line. Applications will be considered on a rolling basis and applicants 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, individuals with disabilities, and members of under-represented or disadvantaged communities.

*This job announcement is for informational purposes only, and is subject to change and modification without notice. This job announcement includes a non-exhaustive list of responsibilities, qualifications and requirements of the position, but does not include the essential job functions of the position.*