



**JOB ANNOUNCEMENT**  
**LEGAL ASSISTANT – CHILDREN'S PROGRAM**  
**TUCSON OFFICE**  
[www.firrp.org](http://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 Florence Project's Detained Immigrant and Refugee Children's Initiative educates, empowers and provides legal assistance to unaccompanied immigrant children in removal proceedings in Phoenix and Tucson, Arizona. All of the children served are held in shelters, group homes, or long term foster care overseen by the Office of Refugee Resettlement while awaiting deportation hearings. The Children's Initiative is part of the national Legal Access for Unaccompanied Children network overseen by the Vera Institute of Justice.

**THE LEGAL ASSISTANT POSITION**

The Legal Assistant will work on a team to provide unaccompanied children interactive youth-friendly "know your rights" presentations at shelters, legal intakes, follow-up interviews, pre-court counseling sessions, and representation in front of the immigration court, family court, and U.S. Citizenship and Immigration Services. The position includes extensive client contact with children, including indigenous children and children who have suffered abuse, abandonment, neglect or other emotional and physical trauma. The position also includes substantial administrative work including file management, data entry, and referral services, as well as supporting the attorneys with their legal casework.

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

**QUALIFICATIONS**

- Fluency or professional proficiency in Spanish is required.
- Demonstrated commitment to advocating for indigent immigrant clients in a respectful and empowering way, and zealous support of the Florence Project's mission.
- Highly organized and ability to be an innovative thinker and work in high volume setting with limited resources.
- A hard working team player with a sense of humor who is flexible, patient, respectful, and comfortable in a busy nonprofit setting.
- Prior experience working with teenagers, trauma survivors, or individuals with mental health issues is a plus, and must be comfortable working with people with criminal convictions.
- Travel is required for this position. 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 non-exempt position. Starting annual salary is \$40,000. We strive to create and uphold a positive, supportive, and inclusive work environment for all staff. We offer excellent benefits, including medical, dental, vision, and life insurance, with full premiums paid by the Florence Project. We also provide limited mileage reimbursement for travel between offices and places of work. After one year of employment, employees are eligible for an 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, employees are eligible for an eight week paid sabbatical.

## **APPLICATION PROCESS**

This is an immediate opening, with an anticipated start date as soon as possible. To apply, please email a cover letter, resume, and three professional references to [jobs@firrp.org](mailto:jobs@firrp.org), with **“Legal Assistant - Children’s Program/Tucson” in the subject line**. Applications will be considered on a rolling basis, and applicants are encouraged to apply as soon as possible. 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.

*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.*