



**JOB ANNOUNCEMENT
PRO BONO LEGAL ASSISTANT
PHOENIX OFFICE**
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 PRO BONO LEGAL ASSISTANT POSITION

The Florence Project's Pro Bono Program recruits, trains, and mentors attorneys who accept cases on a pro bono basis. Pro bono attorneys represent detained immigrants in removal proceedings in connection with our Children's Program. Depending on the stage of the proceedings, pro bono attorneys may appear before an immigration judge, the Board of Immigration Appeals, circuit courts of appeal, juvenile court, or federal district courts. Duties include:

- Assist in the on-boarding and recruiting of pro bono attorneys;
- Accompany pro bono when they go to shelters and facilitate communication with ORR case managers;
- Recruit, screen, assign interpreters to pro bono attorneys, and provide follow-up services including providing feedback and tracking interpreters;
- For cases that are direct representation by the Children's Pro Bono Mentor, provide support for the legal case including draft and prepare filings to submit to juvenile court, USCIS, and EOIR;
- Legal screening support to detained unaccompanied children (1 day per week);
- Administrative tasks such as tracking and inputting data in case management system, file maintenance, maintaining and updating spreadsheets of pro-bono and other volunteers, and related organizational duties;
- Support and assist the Pro Bono Program in CLEs, community education, and other community events.

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

QUALIFICATIONS

Fluency or professional proficiency in Spanish is required. Organization skills important. Must be flexible and a team player. Must have reliable transportation. Prior legal experience, experience with the Florence Project, and prior office administrative experience are pluses. 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 \$40,000. 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. To apply, please submit: a substantive cover letter explaining your interest in the position and relevant past experience, resume, and three professional references, to jobs@firrp.org, with "**Pro Bono Legal Asst - PHX**" in the subject line. Applications will be considered on a rolling basis, and applicants are encouraged to apply as soon as possible. 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.