



**JOB ANNOUNCEMENT**  
**LEGAL ASSISTANT – FLORENCE/ELOY PROGRAM**  
[www.firrp.org](http://www.firrp.org)

**THE ORGANIZATION**

The Florence Immigrant & Refugee Rights 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 LEGAL ASSISTANT POSITION**

The Florence Project has an opening for a legal assistant with our Florence/Eloy programs. The legal assistant will work on a team with attorneys and legal assistants to provide pro bono legal services to detained men and women in ICE custody. Responsibilities include, but are not limited to:

- Facilitate bond workshops and intakes as well as follow up visits at facilities;
- Data entry
  - Entering organizational data into databases, maintaining data entry requirements by following data program techniques and procedures;
  - Verifying entered client biographical information by reviewing, correcting, deleting, or re-entering data;
  - Making sure electronic data files are not duplicated; and
  - Maintaining client confidence and protecting operations by keeping information confidential;
- Sorting and handling detention center mail and request forms, and uploading electronic copies of mail to electronic files where appropriate;
- Generating form response letters to client inquiries where appropriate;
- Prepare paper filings and copies of court documents for legal staff and clients;
- Create visit lists for our general orientation presentations;
- Work with legal staff to organize and maintain client files (both paper and electronic);
- Stock pro se packets; and
- Other duties as necessary—which may include, going to facilities to get signatures, translations, assisting with document collection, etc.

The position will work from our Florence office 2-3 days per week. Depending on space availability, this position may have the opportunity to work out of either our Phoenix or Tucson office for the remainder of the week.

## **REQUIREMENTS**

We are seeking applicants who have a demonstrated commitment to immigrant rights, social justice, or human rights issues. We seek hard working team players who are flexible and who enjoy working in a collaborative, fast-paced, high volume nonprofit setting. Prior work or internship experience in immigration rights, human rights, criminal justice, or in a nonprofit legal services setting is a plus. The applicant must have:

- Must be fluent or professionally proficient in Spanish
- Proficient typing skills
- Computer skills and proficiency in Microsoft Office Suite, including Word, Excel, Access
- Organizational abilities
- Administrative skills
- Good communication skills, both written and verbal
- Self-motivation
- The ability to work independently and as part of a team
- A conscientious and responsible working attitude
- Accuracy and good attention to detail
- The ability to do the same task for long periods of time
- The ability to work under pressure and adhere to tight deadlines
- Good spelling, punctuation, and grammar
- A positive approach in a busy working environment
- A good understanding of data confidentiality issues
- Travel is required for this position. Must have reliable transportation

## **SALARY AND BENEFITS**

This is a full-time, salaried 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 send a cover letter, resume, and 3 professional references to [jobs@firrp.org](mailto:jobs@firrp.org), with “**Legal Assistant – Florence Office**” in the subject line. Applications will be considered on a rolling basis, and we encourage applicants to apply as soon as possible. Only applicants considered 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.