



**JOB ANNOUNCEMENT
OFFICE COORDINATOR
TUCSON OFFICE**
www.firrp.org

THE ORGANIZATION

The Florence Immigrant & Refugee Rights Project (FIRRP) is the only organization in Arizona that provides free legal and social services to detained immigrants. Immigrants facing deportation do not have the right to a public defender. Without representation, many will lose their case and be sent back to the conditions they are fleeing. For some, this is a death sentence. We strive to address this injustice by increasing representation and pro bono placement for individuals, and creating pro se empowerment initiatives to assist individuals representing themselves in court. We are nationally known for our legal service delivery systems and materials. Our vision is to ensure that all immigrants facing removal have access to counsel, understand their rights under the law, and are treated fairly and humanely.

OFFICE COORDINATOR POSITION

We are looking for an experienced Office Coordinator to join our growing organization. Responsibilities include overseeing day-to-day office operations and assisting with program administrative duties. The Office Coordinator maintains a daily presence in the office and serves as back-up for the front office/reception as needed. Essential duties include:

- Maintain all office common areas, including reception, supply and copy areas, sunroom, and meeting spaces. Manage meeting room and equipment reservation system.
- Work with vendors and property management to maintain quality of office space.
- Schedule and oversee general office maintenance including scheduling preventative maintenance of office equipment and trainings with vendors (computers, phones, copy machine). Work with Operations Manager on equipment, furniture, hardware/software issues, upgrades, and help staff troubleshoot as needed.
- Order office supplies within monthly budget and maintain inventory of supplies. Place supply orders and reconcile receipt of supplies.
- Monitor and reconcile staff credit card and cash purchases; maintain petty cash. Monitor, track, and reconcile credit card purchases and petty cash.
- Assist and organize meetings including selecting venue, ordering food, set-up and cleanup.
- Assist with coordinating space and supply needs of visiting staff from other offices.
- Maintain off-site storage unit. Take supplies and equipment to storage unit as needed.
- Assist legal team with scheduling client visits, court dates, database maintenance

This position is based in our Tucson office, with occasional travel to our Florence and Phoenix offices. This position is contingent on funding.

REQUIREMENTS and QUALIFICATIONS

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

- Fluency or professional proficiency in English and Spanish.
- Proven ability to manage tasks with competing priorities and deadlines, independently determining order of priority and self-initiating other value-added tasks.
- Strong working knowledge of Microsoft Office applications including Excel and Word.
- Excellent interpersonal, verbal and written communication skills;
- Possess a willingness to wear multiple hats and ability to prioritize;
- Flexible and adaptive work style with the ability to thrive in a growing, mission-driven environment
- Outstanding organizational skills with a strong attention-to-detail;
- Self-starter with a proven ability to take initiative and be a problem solver;
- Team-oriented with strong integrity and professionalism.
- Proven track record in maintaining discretion with confidential information - Must be able to handle highly confidential situations with professionalism and tact.
- Some travel is required for this position - Must have reliable transportation.
- Must be able to clear basic background checks

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 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 consecutive 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, and three professional references to jobs@firrp.org with "Tucson Office Coordinator" in the subject line. Applications will be considered on a rolling basis. 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.