



**JOB ANNOUNCEMENT  
RECEPTIONIST  
TUCSON OFFICE**  
[www.firrp.org](http://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.

**RECEPTIONIST POSITION**

We are looking for a friendly, informative, and welcoming receptionist to join our growing organization. As a receptionist, you will serve as a positive first impression of the Florence Project at all times, while handling the daily responsibilities of a receptionist with efficiency and ease. You will answer inquiries, provide information to customers and visitors, and maintain an organized front desk. Essential duties include:

- Maintain front desk and reception area. Keep areas organized, clean and well stocked.
- Maintain positive and professional staff and client relationships; welcome and greet clients and office guests and assist them as needed.
- Answer phones in a professional manner and direct calls to appropriate persons or take detailed messages.
  - Answer phone inquiries, direct calls, and provide basic organization information.
  - Manage the general voicemail box for Tucson Office main line.
- Manage, sort, and distribute incoming mail and faxes. Prepare outgoing mail and oversee mail deliveries, packages, and couriers.
- Perform clerical duties, maintain files, and organize documents, as needed.
- Assist in executing meetings and events as needed
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms
- Carry out high quality, accurate, and timely administrative duties such as, data entry, scheduling, organizing, copying, filing, scanning, printing, and typing as needed.

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 experience in a nonprofit or legal services setting is a plus. The applicant must have:

- Strong knowledge of Microsoft Office applications including Excel and Word
- Excellent interpersonal, verbal and written communication skills;
- Excellent customer service skills
- 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.
- Some travel is required for this position - Must have reliable transportation.
- Fluency or professional proficiency in English and Spanish is required.

## **SALARY AND BENEFITS**

This is a full-time, salaried non-exempt position. Starting salary is \$38,000. 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](mailto:jobs@firrp.org) with "Receptionist" 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.