



Florence Project Job Opening - Administrative Assistant - Phoenix Office

About the Florence Immigrant & Refugee Rights Project

The Florence Immigrant & Refugee Rights Project (www.firrp.org) is a non-profit organization providing free legal services to the more than 3,000 men, women, and unaccompanied children detained for immigration removal proceedings in Arizona on any given day. Because there is no right to government-appointed counsel in immigration proceedings, an estimated 86% of immigrants appear alone before an immigration judge. The Florence Project addresses this inequity by providing legal orientation and education services, individual legal intakes, court preparation activities, referrals to volunteer attorneys in the community, and direct representation to immigrants in federal custody who cannot afford to hire private counsel.

Administrative Assistant Position

The Florence Project's Detained Children's Initiative has an immediate opening for an administrative assistant in our Phoenix office. The Children's Initiative team provides "know your rights" presentations, intakes, court preparation, and representation services to unaccompanied immigrant children in federal custody in Phoenix. The Children's Initiative team serves more than 1,000 children each year. Most of the children served are recent migrants from Central American countries.

The administrative assistant provides the Children's Initiative team with critical data tracking and administrative support. This is a full time position, from 8:30 AM to 5:00 PM Monday through Friday. The administrative assistant will be responsible for data entry and reports to funders, case file maintenance, receptionist duties and office communication via phone and email, and other administrative office support duties.

Qualifications

- High school graduate or equivalent
- Excellent organizational skills
- Bilingual in Spanish and English
- Basic troubleshooting skills for technology (i.e. computers, printers, and internet)
- Proficient in Microsoft Office programs (i.e. Word, Excel, etc.) with ability to learn new programs.
- Means of reliable transportation during the work day
- Strong interpersonal skills, a flexible team player, and ability to show initiative and work independently
- Highest ethical standards and comfortable working in a legal office setting

How to Apply

Please email a letter of interest, resume, and three references to jobs@firrp.org with "Kids Administrative Assistant" in the subject line. Applications will be considered on a rolling basis **so please apply early**. Salary is \$25,000 per year. The position offers health, vision, and dental insurance, and generous vacation and leave policies. We value diversity in the workplace and strongly encourage applications from members of under-represented or disadvantaged communities as well as youth who have recently been granted Deferred Action for Childhood Arrivals (DACA).