

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

FULL TIME STAFF ATTORNEY

Position: FLAP is seeking to hire a full-time Staff Attorney (“SA”) to assist with the organization’s legal cases docket, demand letters, to build cases for legal referrals, to conduct legal Advocacy, and to deliver Community Legal Education a/k/a “*Know Your Legal Rights*” presentations to low-income workers in Illinois, with a focus on immigration and employment cases. The SA will work closely with the Bilingual Attorney Supervisor.

Compensation: Benefits include 100% health insurance, vision and dental coverage for the employee, 11 paid holidays, 12 paid sick days, 12 paid vacation days, mileage reimbursement for job-related travel at the IRS rate, reimbursement of up to \$50 dollars per month for remote work expenses (such as internet use), malpractice insurance, Social Security, unemployment and workers’ compensation. Salary dependent on experience and skills, starting at **\$65,000** per year. ARDC licensing fees are reimbursed annually. Other professional membership dues may be submitted for reimbursement consideration (e.g., Chicago Bar Association, Illinois State Bar Association, etc.). Necessary equipment to perform the position’s responsibilities will be provided.

Employment Status: Full-Time-Exempt.

Reports to: Bilingual Attorney Supervisor.

Location: All FLAP staff is currently working remotely. Once it is safe to return to FLAP’s office, the organization will evaluate what the expectation is for the SA in this regard.

Physical Demands: The SA will operate normal office equipment, use a computer and phone for extended periods of time, and carry and set up equipment. The SA must be able to sit for long periods of time. Manual dexterity is required. The SA must possess normal vision or correctible to within normal ranges.

Background: FLAP is a 501(c)(3) non-profit organization, *at an exciting point in its growth*, committed to improve working conditions and opportunities for low-income workers and their households in the cannery, farms, greenhouse, landscaping, meat, nursery, packinghouse, poultry, restaurants, and snow plowing industries. The organization carries out its mission through advocacy, community outreach and education, litigation, community legal education, information and referrals, partnering with other organizations to fight human labor trafficking, preventing family separations by helping immigrants secure dual citizenship for their children and facilitating access to cash transfers to very low-income populations. FLAP provides these services free of charge and without regard to immigration status. FLAP does not receive funding from the Federal Legal Services Corporation.

For additional information please visit: <https://www.flapillinois.org/>

To sign up for FLAP’s Newsletter: <http://eepurl.com/gJwhRn>

To see FLAP’s work in action and receive daily organizational updates, connect with FLAP on social media:

Bilingual: <https://www.facebook.com/farmworkerlandscaper.advocacyproject>
In Spanish, for workers: <https://www.facebook.com/landscaper.flap/>

For more information on the direct impact of FLAP's Executive Director's work, please visit:
[facebook.com/alexandra.sossa.3994](https://www.facebook.com/alexandra.sossa.3994)

Responsibilities: 1) Maintain a caseload along with the bilingual attorney supervisor and an expert lead-counsel, 2) Advocate before federal and state agencies, 3) Attend regular advocacy meetings, 4) Maintain regular contact with clients, and when there is a specific legal problem, conduct by telephone or in-person client interviews, 5) Maintain relationships and coordinate effectively with lead-counsel and other organizations, 6) Supervise law student's interns, externs, fellows and legal volunteers, 7) If Spanish spoken, then provide oral and written Spanish/English translation and interpretation as needed, 8) Do community legal education, 9) Make referrals, 10) Assist with whatever additional tasks as directed by the Bilingual Attorney Supervisor and/or Bilingual Executive Director.

Qualifications: 1) Juris Doctor and License to practice law in Illinois is mandatory; 2) Fluency in both written and spoken English. Spanish is preferred but not mandatory, 3) Strong writing and oral communication and research skills are required, 4) Demonstrated commitment to public interest law, social justice and immigrants' rights, 5) Litigation experience in the areas of immigration, and employment is preferred, but ***not*** required, 6) Ability to work cooperatively on a variety of projects with the Bilingual Attorney Supervisor and other staff members as well as with diverse audiences, including community advocates is required, 7) Understanding of FLAP's non for profit mission, 8) Previous experience working with immigrants is beneficial for this position, along with other prior work that requires cultural sensitivity, 9) Admission or eligibility for admission to the Northern District of Illinois and willingness to complete the process as quickly as possible, 10) Strong organizational skills, 11) Ability to work independently, 12) Outstanding communication skills, 13) Individually motivated and able to keep momentum, 14) Ability to multitask and succeed in a fast paced non for profit organization, 15) Efficiency and prompt turn-around mandatory, 16) Valid driver's license, car insurance and the ability to travel independently for off-site meeting and/or trainings, and 17) Demonstrate resourcefulness and ability to take initiative in development and completion of projects.

Application: To be considered for the position, please send the following: 1) resume, 2) cover letter indicating your anticipated start date and salary expectation, 3) writing sample and 4) two references, ***via e-mail***, to: info@flapillinois.org Attention: Alexandra Sossa, Executive Director, 33 N. LaSalle, Suite 900, Chicago, IL 60602.

Write: 'Full Time Staff Attorney' in the subject line of the e-mail. FLAP ***will NOT accept incomplete applications.*** **If you require additional information, you may send an e-mail to info@flapillinois.org**

Position will remain open until filled, but FLAP is hoping to hire the right person ***ASAP***.

FLAP is an Equal Opportunity Employer!