

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

BILINGUAL COMMUNICATIONS ASSISTANT

Position: FLAP is seeking to hire a full-time Bilingual Communications Assistant (BCA), fluent in Spanish and English, responsible for working closely with the Bilingual Operations Manager and the Bilingual Executive Director to develop a sustainable organization's communications plan.

Compensation: Pay and benefits depend on experience and skills. Benefits include 100% of premiums for health insurance and 99% of premiums for dental and vision insurances. This means that 1% of the dental and vision monthly premiums would be covered by the employee if they choose to enroll, 13 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. The starting annual salary is between **\$40,000 and \$50,000** and depends on relevant experience. Position is eligible for enrollment in IBR- Repayment program for federal loans that are based on income and loan may be forgiven in as little as 10 years. <http://askheatherjarvis.com/> Necessary equipment to perform the position's responsibilities will be provided.

Employment Status: Full-Time-Non-Exempt.

Reports to: Bilingual Operation Manager.

Work Schedule: Monday to Friday 9:00 a.m. to 5:00 p.m.

Location: Presently all FLAP staff is working remotely. If you are offered a job interview, we will be discussing what the expectation is for the BCA once the organization decides to return to FLAP's office.

Physical Demands: The BCA will operate normal office equipment, use a computer and phone for extended periods of time, and carry and set up equipment. Manual dexterity is required. The BCA 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 for low-income workers and their households in these industries: cannery, farms, greenhouse, landscaping, meat, nursery, packinghouse, poultry, restaurants and snow plowing. The organization carries out its mission through advocacy, community outreach and legal education, information and referrals, litigation, partnering with other organizations to fight human labor trafficking, preventing family separations by helping immigrants secure dual citizenship for their children and facilitates the access to cash transfers to very low-income populations. 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>

If you want to see FLAP's work in action and receive daily organizational updates, connect with FLAP on Facebook:

Bilingual: <https://www.facebook.com/farmworkerlandscaper.advocacyproject>

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

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

Responsibilities: 1) Work with the Bilingual Operations Manager and Bilingual Executive Director to draft, implement, and evaluate the organization's communication plan, this includes social media pages, press releases, fliers, and letters on behalf of FLAP, 2) edit and ensure FLAP website and social media pages are updated, 3) submitting reports for the immediate supervisor and/or Bilingual Executive Director, 4) assist with whatever additional tasks as directed by the immediate supervisor and/or Bilingual Executive Director.

Qualifications: 1) Fluency in written and spoken English is mandatory, 2) strong writing and oral communication and research skills are required, 3) demonstrated commitment to social justice and immigrants' rights, 4) familiarity with communications is desirable but it is not mandatory, 5) strong organizational skills, 6) ability to work independently, 7) individually motivated and able to keep momentum, 8) ability to multitask, 9) efficiency and prompt turn-around mandatory.

Application: To be considered for the position, please send: (1) resume, (2) cover letter indicating date when you can start working, salary expectation and if you are planning to have a second job, (3) writing sample in English and Spanish and (4) two references via e-mail at info@flapillinois.org attention to: Alexandra Sossa, Bilingual Executive Director, please write: 'Bilingual Communications Assistant' in the subject line of the e-mail. The organization **will not accept incomplete applications**.

Applications will be reviewed until the position is filled. FLAP intends to fill the position ASAP. It is okay to e-mail for clarification questions at info@flapillinois.org

FLAP is an Equal Opportunity Employer!