

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

STAFF ATTORNEY

Position: FLAP is seeking to hire a part-time or full-time Staff Attorney (“SA”) responsible for providing legal assistance, community legal education and advocacy to eligible low-income workers, with a focus on immigration or employment cases. The SA will work closely with the FLAP legal team, Bilingual Senior Attorney Supervisor, lead counsels, co-counsels and other legal aid organizations.

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, that increases with seniority, 12 paid sick days, 12 paid vacation days, that increases with seniority, mileage reimbursement on a monthly bases for job-related travel at the IRS rate, travel based expenses such as up to \$25 per day reimbursement for meals, 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 **\$65,000 and \$75,000** 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: Part-Time or Full-Time-Exempt.

Reports to: Bilingual Senior Attorney Supervisor.

Location: Presently all FLAP staff is working remotely, once it is safe to return to FLAP’s office the expectation is for the SA to work onsite as well as attend meetings and events outside of the office.

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 FTSA must be able to sit for long periods of time. Manual dexterity is required. The FTSA 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, farming, 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:

Facebook bilingual: <https://www.facebook.com/farmworkerlandscaper.advocacyproject>

Facebook 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)

Twitter: <https://twitter.com/FLAPillinois>

Instagram: <https://www.instagram.com/flapillinois/>

YouTube: <https://www.youtube.com/channel/UCJAzURFw-j8tXJAY6PbEnBg>

LinkedIn: <https://www.linkedin.com/company/farmworker-and-landscaper-advocacy-project>

Position: FLAP is seeking to hire a full-time staff attorney to assist with the organization's immigration cases docket, build cases for legal referrals, conduct legal Advocacy, and deliver Community Legal Education a/k/a "*Know your Legal Rights*".

Responsibilities: 1) Maintain a caseload along with an expert lead-counsel, 2) Advocate before federal and state agencies, 3) attend regular advocacy meetings, 4) Maintain regular contact with Spanish-speaking 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, co-counsel and other organizations, 6) Supervise law student's interns, externs 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 Senior Attorney Supervisor and/or the Bilingual Executive Director.

Qualifications: 1) Juris Doctor and License to practice law in Illinois is mandatory; 2) Fluency in both written and spoken English and Spanish are 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 area of labor and employment and/or Immigration is preferred, but *not* required, 6) Ability to work cooperatively on a variety of projects with the bilingual senior 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) 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 date when you can begin work, salary expectation, explaining if you are planning to have a second job, at least three dates with a time frame you will be available for a no

more than 15 minutes phone call for initial screening and/or one hour virtual and/or in person interview at FLAP offices, 3) writing samples (one in Spanish and one in English) and 4) two references, ***via e-mail***, to info@flapillinois.org in attention to Alexandra Sossa, Bilingual Executive Director, 33 N. LaSalle, Suite 900, Chicago, IL 60602.

Write: “*Staff Attorney*” in the subject line of the e-mail. FLAP ***will not accept incomplete applications***. Position will remain open until filled, but FLAP seeks to fill this position ASAP. It is okay to e-mail for clarification questions at info@flapillinois.org

FLAP is an Equal Opportunity Employer and has an affirmative policy to maintain the work place free of sexual harassment and intimidation!