

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

BILINGUAL INTAKE and ADMINISTRATIVE ASSISTANT

Position: FLAP is seeking to hire a full-time or Part-time Bilingual Intake and Administrative Assistant (BIA) to support the organization's mission and goals.

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 **\$35,000** and **\$39,500** 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 Operations and Finances Coordinator.

Work Schedule: Negotiable. Monday to Friday, Tuesday to Saturday, Wednesday to Sunday, Thursday to Monday, Friday to Tuesday, Saturday to Wednesday, or Sunday to Thursday, 9:00 a.m. to 5:00 p.m., 10:00 a.m. to 6:00 p.m., 11:00 a.m. to 7:00 p.m., 12:00 p.m. to 8:00 p.m.

Location: Presently all FLAP staff is working remotely as well as traveling in their assigned areas doing community outreach and education, attending community meetings and events. If you are offered a job interview, we will be discussing what the expectation is for the BIA once the organization decides to return to FLAP's office.

Physical Demands: The BIA 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 BIA 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>

Responsibilities: 1) Daily review and follow up of the organization hotline, information e-mail, and social media messages, 2) create a contact in FLAP's case management system and update it, 3) re-direct calls and assigning potential cases to the appropriate staff for follow ups, 4) make referrals to FLAP partners, following the "where to send referrals" document, 5) conduct by telephone or in-person client interviews and intakes, prepare letters and documents, 6) perform office work that includes, creating materials, do research, communicating with clients, enter information in Excel sheets, HubSpot, Dropbox, Salesforce, etc., and performing other clerical and administrative assistance tasks, 7) maintain regular contact with Spanish-speaking clients, 8) provide oral and written Spanish/English translation and interpretations as needed, 9) submit daily, weekly and monthly reports as needed, 11) assist as necessary with office duties such as data entering, typing, photocopying, etc., and, 13) with whatever additional tasks as directed by the immediate supervisor and Bilingual Executive Director.

Qualifications: 1) You *must* be Bilingual in English and Spanish, 2) detail-oriented, with strong problem-solving, decision-making, organizational, multitask and time management skills, extremely responsible, self-initiating, and focused, self-motivated, enthusiastic, and flexible, 3) have the ability to work with people of diverse economic, educational and social backgrounds, 4) have computer skills, 5) ability to keep momentum, carefully document facts, maintain confidentiality of the information provided, work independently and with staff to meet deadlines.

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's 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: "BIA" 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!