

FARMWORKER &  
LANDSCAPER  
ADVOCACY  
PROJECT



PROYECTO  
DE AYUDA PARA  
TRABAJADORES  
DEL CAMPO Y  
JARDINEROS

## **BILINGUAL OUTREACH AND INTAKE ASSISTANT**

**Position:** FLAP is seeking to hire full-time Bilingual Outreach and Intake Assistants (BOIA) based in any of the 102 Illinois' Counties to support the organization's community outreach and education reaching out to low-income Latine workers in Illinois.

**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 **\$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 Community Outreach and Education Supervisor

**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 BOIA once the organization decides to return to FLAP's office.

**Physical Demands:** Driving in an assigned area in Illinois is required to do community outreach and education, operating normal office equipment, using a computer and phone for extended periods of time, and carrying and setting up equipment for community outreach and education events. Manual dexterity is required. The BOIA must possess normal vision or correctible to within normal ranges.

**Transportation:** This position requires geographic mobility in an assigned area in Illinois. Therefore, because the BOIA is regularly required to canvass the community and visit community businesses and organizations, the BOIC must have access to a reliable vehicle for travel, legally mandated automobile liability insurance, and a valid driver's license.

**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) Present information on FLAP services and deliver community outreach and education presentations virtually and at meetings, consulates, agencies, churches, etc., during days, a few evenings and possibly a very few weekends, 2) when there is a specific legal problem, conduct intakes, 3) maintain a caseload of cases, 4) perform office work that includes organizing outreach activities, creating community education materials, participating in local task forces, assisting attorneys in case development, communicating with clients, and performing other clerical and administrative assistance, 5) make referrals and coordinate effectively with FLAP partners, 6) maintain regular contact with Spanish-speaking clients, 7) provide oral and written Spanish/English translation and interpretations as needed, 8) support litigation by assisting attorneys with all facets of case representation, 9) develop working relationships with other agencies and organizations, 10) assist as necessary with office duties such as data entering, answering the phone, typing, photocopying, etc., and with whatever additional tasks as directed by the Immediate Supervisor(s) and/or 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) willingness to travel in an assigned area in Illinois during days, a few evenings and possible very few weekends doing community outreach and education and distributing educational material, 4) have access to a reliable vehicle for travel, legally mandated automobile liability insurance and a valid driver's license, 5) ability to work with people of diverse economic, educational and social backgrounds, 6) have computer skills, 7) ability to carefully document facts, maintain confidentiality of the information provided, and work independently, and with staff, contractors, consultants and FLAP partners 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 offices, 3) writing samples (one in Spanish and one in English) and 4) two references, *via e-mail*, to [info@flapillinois.org](mailto:info@flapillinois.org) in attention to Alexandra Sossa, Bilingual Executive Director, 33 N. LaSalle, Suite 900, Chicago, IL 60602.

Write: "BOIA" 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](mailto: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!*