

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 general practices. The SA will work closely with the FLAP legal team, Immigration Attorney, lead counsels, co-counsels and other legal aid organizations.

Compensation: FLAP comprehensive benefits package includes a 401k plan, 100% coverage of health insurance premiums (including prescription drugs) and 99% coverage for dental and vision insurance, with a minimal 1% employee contribution for dental and vision coverage. Employees also have general liability, mal practice (including management liability, employment practices liability and lawyers’ professional liability coverage), social security, unemployment compensation, vision and workers’ compensation. Employees also enjoy 13 paid holidays, which increase with seniority, along with 12 paid sick days and 12 paid vacation days that also grow with their tenure. FLAP provides a diverse array of support options tailored to different circumstances. These include unpaid military leave, compensation for the wage difference during jury duty and witness subpoenas, paid funeral leave for immediate family members, near relatives, and close friends, the availability of up to 2 personal days annually after completing one year of service, and other leave options, extendable up to 30 calendar days, subject to approval by the bilingual executive director. FLAP provides mileage reimbursement for job-related travel at the IRS rate and reimburse meal expenses for travel. To support remote work needs, FLAP offer up to \$50 per month in reimbursement for expenses like internet use. Additionally, FLAP provides professional liability insurance, general liability insurance, and coverage for Social Security, unemployment, and workers' compensation. The starting annual the starting annual salary is **\$75,000** and is negotiable depending on skills and relevant experience. As for student loans, eligible employees can enroll in Income-Based Repayment (IBR) programs for federal loans, which are income-based and may offer loan forgiveness in as little as 10 years <http://askheatherjarvis.com/>. FLAP understands that the necessary equipment for this role is crucial, and we will provide all the tools needed to excel in the position.

Employment Status: Part-Time or Full-Time-Exempt.

Reports to: FLAP Attorney.

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.

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:

Bilingual Facebook page: <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>

Thriller: <https://triller.co/@flapillinois>

Position: FLAP is seeking to hire a part-time or full-time Staff Attorney ("SA") to build cases for legal referrals, assist with the organization legal assistance, community legal education a/k/a "*Know your Legal Rights*", and conduct advocacy to eligible low-wage workers, with a focus on general practices. The SA will work closely with the FLAP legal team, Immigration Attorney, lead counsels, co-counsels and other legal aid organizations.

Responsibilities: 1) Maintain a caseload along with an expert lead-counsel, 2) Advocate before federal and state agencies, 3) attend regular advocacy meetings, 4) if Spanish speaking, then, 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-counsels, co-counsels 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 any additional tasks assigned to advance the organization's mission.

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 and/or general practice is preferred, but *not* required, 6) Ability to work cooperatively on a variety of projects with the FLAP attorney 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, *via e-mail*, to info@flapillinois.org in attention to Alexandra Sossa, **FLAP** Bilingual Executive Director.

Write: **Attorney** in the subject line of the e-mail:

(1) resume;

(2) writing sample;

(3) two references and;

(4) cover letter indicating: (a) date when you can begin work, (b) salary expectation, (c) explaining if you are planning to have a second job, (d) 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.

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!*