



EMPLOYMENT ATTORNEY

Position Overview: **FLAP** is seeking to hire a full-time Employment Attorney based in any of the 102 Illinois counties to join our dedicated team. In this role, the attorney will play a pivotal part in achieving our organization's mission and goals by assisting with the organization's wage and hour cases docket, building cases for legal referrals, conducting legal advocacy, and delivering community legal education, a/k/a "*Know your Legal Rights*" to eligible low-income workers, with a focus on wage and hour cases. The attorney will work closely with the **FLAP** community outreach and education team, 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: Full-Time-Exempt

Reports to: FLAP attorney.

Location: Currently, all **FLAP** staff are working remotely, as well as traveling in their assigned areas engaging in community outreach and education, attending community meetings and events. During the interview process, **FLAP** will provide further expectations for the Attorney once the organization transitions to return to **FLAP**'s offices.

Physical Demands: The Attorney will operate normal office equipment, use a computer and phone for extended periods of time. Manual dexterity is required.

Transportation: This position requires occasional geographic mobility. Therefore, the Attorney is required to attend legal clinics, trainings, meetings and visit community businesses and organizations. To fulfill these responsibilities, the Attorney must have access to public transportation and/or 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:

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>

Responsibilities: 1) Maintain and manage an employment caseload, 2) advocate before federal and state agencies, 3) attend regular advocacy virtual and/or in person 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) cultivate relationships and coordinate effectively with lead-counselors, co-counselors and other organizations, 6) supervise staff, law student's interns, externs, fellows and legal volunteers, 7) if Spanish spoken, then provide oral and written Spanish/English translation and interpretation as needed, 8) organize and attend employment legal clinics, 9) conduct community legal education, 10) make referrals and coordinate effectively with **FLAP** partners, 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 written and spoken English is mandatory, 3) strong writing, oral communication, and research skills are required, 4) have the ability to work with people of diverse economic, educational and social backgrounds, detail-oriented with strong problem-solving, decision-making, organizational, and multitasking skills, 5) exceptionally responsible, self-initiating, and focused, 6) self-motivated, enthusiastic, and flexible, 7) demonstrated commitment to public interest law, social justice and immigrants' rights, 8) experience in the area of immigration is preferred, but **not** required, 9) ability to work cooperatively on a variety of projects with other staff members as well as with diverse audiences, including community advocates, is required, 10) understanding of **FLAP**'s non for profit mission, previous experience working with immigrants is beneficial for this position, along with other prior work that requires cultural sensitivity, 11) efficiency and prompt turn-around mandatory, 12) ability to travel independently for off-site meeting and/or trainings, 13) demonstrate resourcefulness and ability to take initiative in development and completion of projects, 14) have computer skills, 15) ability to carefully document facts, maintain confidentiality of the information provided, work independently and with staff to meet deadlines, 16) a successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision-making, 17) have the ability to work with tight timelines, operate with a sense of urgency, perform under pressure to meet deadlines and answer e-mails, 18) demonstrable computer skills with the internet, e-mail, Microsoft Office, Windows, Microsoft Word, Excel, Outlook, and other programs.

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!*