



BILINGUAL DOJ PARTIALLY ACCREDITED REPRESENTATIVE

Position Overview: **FLAP** is seeking to hire a full-time Bilingual DOJ Partially Accredited Representative to join its dedicated team to work in **FLAP**'s Immigration Project of the Organization's Legal Department. In this role, the Partially Accredited Representative will play a pivotal role in achieving the **FLAP** mission and its goals by assisting the organization's immigration case docket, conducting Immigration legal intakes, Immigration advocacy, and delivering community legal education, a/k/a "*Know Your Legal Rights*" presentations to eligible low-wage workers. The DOJ Partially Accredited Representative will work under the supervision of the Immigration Managing Attorney in representing low-wage workers eligible for immigration relief before the US Department of Homeland Security.

Compensation: **FLAP**'s 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, malpractice insurance (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 chief executive officer. **FLAP** provides mileage reimbursement for job-related travel at the IRS rate <https://www.irs.gov/tax-professionals/standard-mileage-rates> 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. The starting annual salary is **\$70,000** 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: Immigration Managing Attorney

Location: Currently, all **FLAP** staff are working in a hybrid setting, 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 DOJ Accredited Representative once the organization transitions to return to **FLAP**'s offices.

Physical Demands: The Partially Accredited Representative 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 Partially Accredited Representative is required to attend legal appointments, clinics, trainings, and meetings. To fulfill these responsibilities, the Partially Accredited Representative 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, free of charge and without regard to immigration status, for low-wage workers and their households in the cannery, farming, greenhouse, landscaping, meat, nursery, packinghouse, poultry, restaurants, and snow plowing industries through advocacy, community outreach and education, community legal education, information and referrals, fighting human labor trafficking, legal services, preventing family separations by helping immigrants secure dual citizenship for their children and facilitating access to technology and cash transfers. **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 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 Chief Executive Officer'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>

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

TikTok: <https://www.tiktok.com/@flapillinois?lang=en>

Responsibilities: 1) Maintain and manage an immigration caseload; 2) advocate before the US Department of Justice's Citizenship and Immigration Services (USCIS); 3) attend regular meetings, including immigration team meetings; 4) maintain regular contact with immigration legal clients, including Spanish-speaking clients; 5) cultivate relationships with other organizations; 6) attend Immigration Legal Support Program centralized workshops; 7) supervise

staff and legal interns, externs, fellows, and volunteers; 8) provide oral and written English/Spanish translation and interpretation as needed; 9) conduct community legal educations; 9) make referrals and coordinate effectively with **FLAP**'s partners; and 10) assist with any additional tasks assigned to advance the organization's mission.

Qualifications: 1) Partial Accreditation by the United States Department of Justice to represent non-citizens before the Department of Homeland Security or the ability to apply for partial accreditation; 2) fluency in written and spoken English and Spanish 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; 5) be detail-oriented with strong problem-solving, decision-making, organizational, and multitasking skills; 6) be exceptionally responsible, self-initiating, and focused; 7) have a demonstrated background in public interest, social justice, and immigrant rights; 8) possess the ability to work cooperatively on a variety of projects with other staff members as well as with diverse audiences, including community advocates; 9) maintain an understanding of **FLAP**'s non-profit mission, previous work experience with low-wage immigrants, along with other prior work that requires cultural sensitivity; 10) demonstrate efficiency and prompt turn-around time on tasks and assignments; 11) possess the ability to travel independently for off-site meetings and/or trainings; 12) demonstrate resourcefulness and ability to take initiative in the development and completion of projects; 13) have computer skills, including skills with the internet, e-mail Microsoft Office and its programs, and Google Office; 14) have the ability to carefully document facts, maintain confidentiality of information provided, and work independently and with other staff and/or partners to meet deadlines; 15) possess a successful track record in setting priorities, keen analytical, organizational, and problem-solving skills which support and enable sound decision-making; and 16) have the ability to work with tight timelines, operate with a sense of urgency, perform under pressure to meet deadlines, and correspond efficiently.

Application: To be considered for the position, please send the following, via e-mail, to info@flapillinois.org in attention to Alexandra Sossa, **FLAP** Chief Executive Officer. Write: **DOJ Partial Accredited Representative** in the subject line of the e-mail:

(1) resume;

(2) writing samples; one in English and one in Spanish

(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 for 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!*