

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 Kane County to support the organization's community outreach and education reaching out to low-wage workers in Illinois.

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 professional liability insurance-mal practice (including management liability, employment practices liability and lawyers' professional liability coverage), general liability insurance, and coverage for social security, unemployment, and workers' compensation. Employees 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 finances and operations department and the bilingual chief executive officer. FLAP provides mileage reimbursement for job-related travel at the IRS rate and reimburse meal expenses for travel when applicable. To support remote work needs, FLAP offer up to \$50 per month in reimbursement for expenses like internet use. The starting annual salary is **\$60,000** 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 the organization will provide all the tools needed to excel in the position.

Employment Status: Full-Time-Non-Exempt.

Reports to: Bilingual Outreach and Intake Coordinator

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 BOIA once the organization transitions to return to FLAP's offices.

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

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, legal services, 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-wage 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>

FLAP's social media handles.

Facebook:

@Farmworker and Landscaper Advocacy Project

@Flap Para Los Trabajadores

Instagram:

@flapillinois

X:

@FLAPillinois

LinkedIn:

@FarmworkerandLandscaperAdvocacyProject

TikTok:

@flapillinois

YouTube:

@ farmworkerandlandscaperadv7262

Triller:

@flapillinois

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 legal services 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 additional tasks assigned to advance the organization's mission.

Qualifications: 1) Applicant ***must*** have completed a bachelor's degree from an accredited college or university and be 100% 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, ***via e-mail***, to info@flapillinois.org in attention to Alexandra Sossa, **FLAP** Bilingual Chief Executive Officer, write: "BOIA" in the subject line of the e-mail:

(1) resume;

(2) writing samples (one in Spanish and one in English. There are not particular requirements for this);

(3) two references giving **FLAP** permission to contact them, and;

(4) cover letter indicating: ***(a)*** date when you can begin work, ***(b)*** minimum salary expectation, ***(c)*** explaining if you are planning to have a second job, and if so, what job is this and how you will manage your time at **FLAP**, ***(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.

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!