

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

INTERNS

Position: **FLAP** is seeking two Interns to support **FLAP**'s mission 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 in Illinois between **June 2nd and August 8, 2025**. They must be undergraduate students and first in their families obtaining a degree, this means that their parents do not have a degree. This is an internship position most suitable for those individuals who would like to give back to their communities **40** hours a week for a total of **400** in **10** weeks during the total duration of the Internship.

Interns will participate in approximately five hours per week of professional development facilitated by Origami Works Foundation: <https://www.origamiworks.org/> and The Cleveland Avenue Foundation for Education (The CAFÉ): <https://www.thecafe.org/> Participants gain practical insights and develop professional skills through targeted training and mentorship, preparing them to be the next generation of change-makers.

Compensation: The intern can earn **\$17.50** dollars per hour.

Employment Status: Inter, W-2 will be provided by January 31, 2026.

Reports to: It depends on the **FLAP**'s department/project the intern chooses to work at:
Community Outreach and Education: Bilingual Senior Outreach Supervisor. (Only for those who are bilingual: English and Spanish)

Development, Data, Communications and Marketing: Bilingual Director of Development and Communications

Operations and Finances: Bilingual Operations and Finances Coordinator

Work Schedule: Intern will work a total of **400** hours during the duration of the Internship between **June 2, 2025 and August 8, 2025** for a total of **10** weeks.

Location: hybrid based in Chicago and able to attend in person meetings.

Physical Demands: It depends on the **FLAP**'s department/project the intern chooses to work at. In general, the intern will operate normal office equipment, use a computer and phone for extended periods of time, and carry and set up equipment. Manual dexterity is required. The intern must possess normal vision or correctible to within normal ranges.

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:

Website: <https://www.flapillinois.org/>

Donation page: <http://www.flapillinois.org/donate/>

To sign up for **FLAP**'s Newsletter: <http://eepurl.com/gJwhRn>

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) and <https://www.linkedin.com/in/alexandra-sossa-910bb430b/>

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/>

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: It depends on the **FLAP**'s department/project the intern chooses to work at:

Community Outreach and Education:

Present information on **FLAP** services, deliver community outreach and education material and presentations virtually and at meetings, consulates, agencies, business, churches, etc., support with financial and technology distribution and the organization grant's goals.

Data, Communications and Marketing:

Provide support to draft, implement, and evaluate the organization's communication and data plan, this includes social media pages, press releases, fliers, and letters on behalf of **FLAP**, edit and ensure **FLAP** website and social media pages are updated, submitting reports for the immediate supervisor and/or Bilingual Chief Executive Officer.

Development:

Research potential foundations and/or donors, support the organization in person and/or virtual fundraisers, draft grant proposals, attend site visits to defend the organization proposals, attend information grantee meetings and submit reports making recommendations to apply or not to apply for grant opportunities.

Operations and Finances:

Assisting with accounting tasks, such as maintaining organization's checkbook, and entering information into QuickBooks, submit accounting and operations reports.

Although these students will be supervised and trained by **FLAP** staff:

<https://www.flapillinois.org/about/> this position requires students to work independently and take initiative in seeking out opportunities. This independence allows students to be creative and try different strategies that suit them, but also requires that they are diligent, dedicated, and driven workers.

Qualifications: It depends on the **FLAP**'s department/project the intern chooses to work at: Community Outreach and Education, Data, Communications and Marketing, Development, Operations and Finances. General requirements are: 1) They ***must be*** undergraduate students and first in their families obtaining a degree, this means that their parents do not have a degree; 2) strong writing and oral communication and research skills; 3) demonstrated commitment to social justice and immigrants' rights; 4) strong organizational skills; 5) ability to work independently; 6) individually motivated and able to keep momentum; 7) ability to multitask; 8) efficiency and prompt turn-around mandatory; 9) be able to attend five hours per week of professional development facilitated by Origami Works Foundation:

<https://www.origamiworks.org/> and The Cleveland Avenue Foundation for Education (The CAFÉ): <https://www.thecafe.org/>

Application: To be considered for the position, please send the following: **(1)** resume, **(2)** cover letter with 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 explaining if you are planning to have a second job; **(3)** writing samples (for those who are bilingual one in Spanish and one in English) and **(4)** two references, ***via e-mail***, to info@flapillinois.org in attention to Alexandra Sossa, Bilingual Chief Executive Officer, 100 N. LaSalle, Suite 2500, Chicago, IL 60602.

Write: "Intern" 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 and not later than May 5, 2025. 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!