



BILINGUAL IMMIGRATION ATTORNEY

Position Overview: **FLAP** is seeking to hire a full-time Bilingual Immigration Attorney to join **FLAP**'s dedicated team. In this role, the immigration attorney will play a pivotal part in achieving the organization's mission and goals by assisting with **FLAP**'s immigration case docket, building cases for legal referrals, conducting legal advocacy, and delivering community legal education, a/k/a "*Know Your Legal Rights*" to eligible low-wage workers, with a focus on immigration cases. The immigration attorney will work closely with the **FLAP**'s legal and advocacy department, community outreach and education team, lead counsels, co-counsels, consulates, and other legal aid organizations.

Compensation: **FLAP** comprehensive benefits package includes a 401k matching 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 **\$90,000** 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 the organization will provide all the tools needed to excel in the position.

Employment Status: Full-Time-Exempt

Reports to: Bilingual Attorney Director of Legal and Advocacy Department.

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, consulates, 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, 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:

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 Bilingual 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>

FLAP's social media handles.

Facebook:

@Farmworker and Landscaper Advocacy Project

@Flap Para Los Trabajadores

Instagram:

@flapillinois

X:

@FLAPillinois

LinkedIn:

@FarmworkerandLandscapeAdvocacyProject

TikTok:

@flapillinois

YouTube:

@ farmworkerandlandscapeadv7262

Triller:

@flapillinois

Responsibilities: 1) Maintain and manage an immigration caseload, 2) advocate before federal and state agencies, 3) attend regular advocacy virtual and/or in person meetings, 4) maintain regular contact with English and/or 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) provide oral and written Spanish/English translation and interpretation as needed, 8) organize and attend immigration legal clinics, 9) conduct community legal education, 10) make referrals and coordinate effectively with **FLAP**'s partners, 11) represent **FLAP** at different events, trainings, and/or meetings that arise, 12) assist with any additional tasks assigned to advance the organization's mission,

Qualifications: 1) Juris Doctor and license to practice law in Illinois for at least two years is *mandatory*; 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, 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 *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 is *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 Chief Executive Officer, write: "**Immigration Attorney**" 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) at least 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!*