

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

BILINGUAL OUTREACH AND INTAKE ASSISTANT

Position: FLAP is seeking to hire a full-time Spanish and English-Speaking Outreach and Intake Assistant.

Compensation: Pay and benefits depend of experience and skills, with health insurance reimbursement, holidays, sick days, vacations, miles reimbursement, a salary starting at \$40,000 per year. Necessary equipment to perform job responsibilities will be provided.

Employment Status: Full-Time-Non-Exempt.

Reports to: Bilingual Intake Coordinator and Outreach Assistant.

Location: During **COVID-19** all FLAP staff is working remotely, once it is safe to return to FLAP's office the expectation is to be there and traveling in Illinois doing community outreach and education, attending community meetings and events outside of the office.

Physical Demands: While performing the duties of this job, driving is required throughout Illinois, you will be operating normal office equipment and use a computer and phone for extended periods of time. Must possess normal vision or correctible to within normal ranges.

Background: FLAP is a 501(c)(3) non-profit organization committed to improve working conditions for low-income workers and their households in these industries: cannery, farms, greenhouse, landscaping, meat, nursery, packinghouse, poultry, restaurants and snow plowing. The organization carries out its mission through 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 facilitates the access to cash transfers to very low-income populations.

FLAP together with experienced law firms have an active case docket involving a variety of cases. The organization does not receive funding from the Federal Legal Services Corporation. For additional information and to watch FLAP daily engagement with workers and organizational updates please visit: <https://www.facebook.com/farmworkerlandscaper.advocacyproject> and FLAP's website at: <https://www.flapillinois.org/>

Responsibilities: 1) Present information on FLAP services at community events, do Know your Rights presentations and distribute community outreach and education material in Illinois, during days, evenings and possibly weekends, 2) conduct by telephone or in-person client intakes, 3) perform office work that includes organizing community outreach and education activities,

creating community education materials, participating in local task forces, communicating with clients, and performing other clerical and administrative assistance duties, 6) provide the community with information and resources, 7) maintain regular contact with English and Spanish-speaking clients, 8) provide oral and written Spanish/English translation and interpretations as needed, 9) assist as necessary with office duties such as data entering, answering the phone, typing, photocopying, etc, and with whatever additional tasks as directed by the Intake Coordinator and Outreach Assistant.

Qualifications: 1) You *must* be 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 throughout Illinois during days, evenings and weekends, 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 by clients and partners, and work with existing staff as a full team member.

Application: To be considered for the position, please send the following: 1) Resume, 2) cover letter indicating date when you can start working, 3) writing samples (one in Spanish, one in English) and 4) two references, *via e-mail*, to: info@flapillinois.org in attention to Alexandra Sossa, Executive Director, 33 N. LaSalle, Suite 900, Chicago, IL 60602.

Write: "Bilingual Outreach and Intake Assistant" in the subject line of the e-mail. FLAP *will not accept incomplete applications. No Phone calls please.* Position will remain open until filled, but FLAP is hoping to hire the right person to start ASAP.

Note: this is a grant-funded position; continued employment depends on performance and availability of funds.

FLAP is an Equal Opportunity Employer!

December 13, 2020