

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

BILINGUAL MANAGER OF OPERATIONS

Position: FLAP is seeking to hire a full-time, bilingual, Spanish and English-Speaking Manager of Operations highly organized and efficient professional with administrative experience and a strong understanding of non-profit finance and operations. This is a tremendous opportunity for a leader in this area to maximize and strengthen the internal capacity of a Statewide well-respected, high-impact organization.

Compensation: Pay and benefits are negotiable depending of experience and skills in the range of \$75,000 with health insurance and miles reimbursement, holidays, sick days, vacations, and other benefits. This position may be eligible for enrollment in the Income-Based Repayment Plan (IBR) for federal loans that are based on income and the school loan may be forgiven in as little as 10 years. Necessary equipment to perform job responsibilities will be provided.

Employment Status: Full-Time-Exempt.

Reports to: Executive Director.

Location: During **COVID-19** all FLAP staff is working remotely. Once it is safe to return to FLAP's office, the expectation is to work onsite, as well as traveling to attend meetings and events outside of the office.

Physical Demands: While performing the duties of this job, the employee is required on a regular basis to network, access community businesses and organizations, operate normal office equipment, use a computer, operate a keyboard and phone for extended periods of time. Physical requirements include standing, long periods of sitting, and occasional driving, sometimes in poor weather conditions.

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. FLAP 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: Operations (50%), Financial Management (30%), Human Resources (20%). Responsibilities include but are not limited to: **1)** manage basic operational infrastructure for FLAP, **2)** update, maintain and implement administrative policies, procedures and manuals, **3)** provide direct support and supervision of staff in accordance with the FLAP policy, including managing onboarding and termination processes, recommend hiring, coaching, disciplining and evaluating employees, provide training and development support to staff in using Apps, organize scheduling and calendar maintenance, implement and manage staff goals and objectives, **4)** maintain and implement office equipment plan, including project management systems, hardware, software, order office supplies, mailing and delivery services, organizational files, and other basic tools for daily operations, **5)** maintain and, when appropriate, destroy paper and electronic files and documents, **6)** ensures FLAP network is functional and website is updated, **7)** implement the organization budget, provide support with financial activities to include but not limited to daily cash reconciliation, deposits, maintaining and managing petty cash, preparing and reconciling daily cash balances, daily deposits, other monthly and quarterly management reporting as requested, performing accounts receivable and payable tasks as needed, budget preparation and payroll, Keep inventory and orders office supplies in accordance with budget, prepare all financial, project/program, and grants accounting, coordinate and lead the audits processes, **8)** prepare Grant reports, administer and execute Grants ensuring compliance with governmental agencies and regulations (including State funding, IDHS and A2J), **9)** oversee the organization database, data entry and analysis, **10)** coordinate the organization's annual fundraiser Gala that provides opportunities for donor cultivation, recruit donors and volunteers, **11)** coordinate annual appeals letter, **12)** support the organization's communications and marketing efforts, review press releases to make sure social media posts are adequate according to FLAP's mission, maintain an updated FLAP services brochure and fliers that communicate key information to our partners and clients, **13)** participate in local task forces, present information on FLAP services at community events, maintain and develop working relationships and coordinate effectively with other organizations, **14)** monitor FLAP's hotline and e-mail, assuring that phone systems are effective and accurate to communicate with all outside callers, **15)** support the organization's communications and marketing efforts, **16)** submit reports and assist with additional tasks as directed by the Executive Director.

Qualifications: **1)** Bachelor's Degree in Accounting, Non-profit, or related field, **2)** familiarity with non-profit organizations' operations, financials, communications, data, fundraising and development, **3)** valid driver's license and automobile insurance, **4)** five years of supervisory/management experience demonstrating excellent skills in managing people and programs concurrently, **5)** strong writing and oral communication and research skills, **6)** fluency in written and spoken English and Spanish is a *must*, **7)** ability to work with people of diverse

economic, educational and social backgrounds while demonstrating a commitment to social justice and immigrants' rights, **8)** extremely responsible and demonstrating the following skills: organized, problem-solving, decision-making, detail oriented, multi-tasking and time management, self-initiating, self-motivated, focused, enthusiastic, flexible, ability to work independently, able to keep momentum, demonstrated ability to manage multiple projects at the same time, efficient with prompt turn-around time, **9)** ability to document facts carefully, maintain confidentiality of information provided by clients, and work with existing staff as a full team member, **10)** computer skills including competence with the internet, e-mail, Microsoft Office, Windows, Microsoft Word, Excel, Outlook, Publisher, Access, Power Point, social media, QuickBooks, Salesforce, Zoom, HubSpot, WhatsApp, and other programs.

Application: To be considered for the position, please send the following: 1) Resume, 2) cover letter indicating the date when you could start working, 3) writing sample 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 Operations Manager" in the subject line of the e-mail. FLAP will **not** accept **incomplete** applications. Is okay to e-mail asking for additional information.

Position will remain open until filled, but FLAP is hoping to hire the right person **ASAP**.

FLAP is an Equal Opportunity Employer!

December 13, 2020