

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

BILINGUAL COMMUNITY OUTREACH AND EDUCATION SUPERVISOR

Position: FLAP is seeking to hire a full-time Bilingual Community Outreach and Education Supervisor (BCOES) to supervise the organization's community outreach, education and cash transfers to low-income Latinx workers in Illinois.

Compensation: Pay and benefits depend on experience and skills. Benefits include health insurance, paid holidays, paid sick days, paid vacation, mileage reimbursement for job-related travel at the IRS rate, paid leave, reimbursement limit to \$100 dollars per month for remote work expenses (such as internet use), malpractice insurance, social security, unemployment and workers' compensation. Salary depends on experience with a range between **\$51,000 and \$60,000** per year. Necessary equipment to perform the position's responsibilities will be provided.

Employment Status: Full-Time-Exempt.

Reports to: Bilingual Deputy Operations Manager

Location: During **COVID-19** all FLAP staff is working remotely as well as traveling in their assigned areas doing community outreach and education, attending community meetings and events. We will be discussing what the expectation is for the BCOES once it is safe to return to the FLAP's office.

Physical Demands: Driving is required throughout Illinois, operating normal office equipment, using a computer and phone for extended periods of time, and carrying and setting up equipment for community outreach and education events. Manual dexterity is required. The BCOES must possess normal vision or correctible to within normal ranges.

Transportation: This position requires geographic mobility within Illinois. Therefore, because the BCOES is regularly required to canvass the community and visit community businesses and organizations, the BCOES 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, farms, greenhouse, landscaping, meat, nursery, packinghouse, poultry, restaurants, and snow plowing industries. The organization carries out its mission through advocacy, 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 facilitating access to cash transfers

to very low-income populations. FLAP provides these services free of charge and without regard to immigration status.

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:

Bilingue: <https://www.facebook.com/farmworkerlandscaper.advocacyproject>

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)

Responsibilities: 1) Oversee the Community Outreach and Education project of the organization, 50% of your time will be administrative work, gathering data, submitting reports and supervising the Community Outreach and Education team, and the other 50% will be to present information on FLAP services and deliver community outreach and education presentations virtually and at meetings, consulates, agencies, churches, etc., during days, evenings and possibly weekends, 2) create the Community Outreach and Education yearly plan, 3) when there is a specific legal problem, conduct intakes, and 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, 6) make referrals and coordinate effectively with FLAP partners, 7) maintain regular contact with Spanish-speaking clients, 8) provide oral and written Spanish/English translation and interpretations as needed, 9) support litigation by assisting attorneys with all facets of case representation, 10) develop working relationships with other agencies and organizations, 11) assist with whatever additional tasks as directed by the Bilingual Deputy Operations Manager and Executive Director.

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 possibly 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, and work independently, and with staff to meet deadlines.

Application: To be considered for the position, please send the following: 1) Resume, 2) cover letter indicating date when you can begin work and your salary expectation, 3) writing samples (one in Spanish, one in English) and 4) two references, *via e-mail*, to: asossa@flapillinois.org and outreach2@flapillinois.org in attention to Arely Anaya, Bilingual Deputy Operations Manager, 33 N. LaSalle, Suite 900, Chicago, IL 60602.

Write: "BOCES" 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.

*Note: this is a grant-funded position; continued employment depends on performance and availability of funds. People of color and women are urged to apply.
FLAP is an Equal Opportunity Employer!*