

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 Bilingual Outreach and Intake Assistant (BOIA). to support 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 reimbursement, 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 range of **\$40,000 - \$45,000** per year. Necessary equipment to perform the position's responsibilities will be provided.

**Employment Status:** Full-Time-Non-Exempt.

**Reports to:** Bilingual Community Outreach and Education Team Leader

**Work Schedule:** Monday to Friday 10:00 a.m. to 6:00 p.m.

**Location:** During **COVID-19** all FLAP staff is working remotely, once it is safe to return to FLAP's office the expectation is for the BOIA to work onsite as well as traveling in Illinois doing community outreach and education, attending community meetings and events outside of the 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 BOIA must possess normal vision or correctible to within normal ranges.

**Transportation:** This position requires geographic mobility within Illinois. Therefore, because the BOIA is regularly required to canvass the community and visit community businesses and organizations, the BOIC 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 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 advocacy, community outreach and legal education, information and referrals, litigation, 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 does not receive funding from the Federal Legal Services Corporation.

For additional information please visit: <https://www.flapillinois.org/>

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

If you want to see FLAP's work in action and receive daily organizational updates, connect with FLAP on Facebook:

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

In Spanish, for workers: <https://www.facebook.com/landscaper.flap/>

For more information on FLAP's Executive Director's direct impact and work, please visit: [facebook.com/alexandra.sossa.3994](https://www.facebook.com/alexandra.sossa.3994)

**Responsibilities:** 1) 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) when there is a specific legal problem, conduct intakes, 3) 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 as necessary with office duties such as data entering, answering the phone, typing, photocopying, etc, and with whatever additional tasks as directed by the Bilingual Community Outreach and Education Team Leader 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 at least twice a month 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, 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, 3) writing samples (one in Spanish, one in English) and 4) two references, *via e-mail*, to: [info@flapillinois.org](mailto: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*. 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.*

*FLAP is an Equal Opportunity Employer!*

*May 9, 2021*