

FARMWORKER &  
LANDSCAPER  
ADVOCACY  
PROJECT



PROYECTO  
DE AYUDA PARA  
TRABAJADORES  
DEL CAMPO Y  
JARDINEROS

## **BILINGUAL INTAKE and ADMINISTRATIVE ASSISTANT**

**Position:** FLAP is seeking to hire a full-time Bilingual Intake and Administrative Assistant (BIA) to support the organization's mission and goals.

**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 **\$35,000 - \$39,000** per year. Necessary equipment to perform the position's responsibilities will be provided.

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

**Reports to:** Bilingual Deputy Operations Manager.

**Work Schedule:** Monday to Friday 9:00 a.m. to 5:00 p.m. or Tuesday to Saturday 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 BIA to work onsite.

**Physical Demands:** The BIA will operate normal office equipment, use a computer and phone for extended periods of time, and carry and set up equipment. Manual dexterity is required. The BIA must possess normal vision or correctible to within normal ranges.

**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>

To see FLAP's work in action and receive daily organizational updates, connect with FLAP on social media:

Bilingual: <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) Daily review of the organization hotline, information e-mail, and social media messages, create a contact in FLAP's case management system and update it, 2) re-direct calls and assigning potential cases to the appropriate staff for follow ups, 4) accept social media likes and increase those along with follows, 5) make referrals to FLAP partners, following the "where to send referrals" document, 6) conduct by telephone or in-person client interviews and intakes, prepare letters and documents, 7) perform office work that includes, creating materials, do research, communicating with clients, enter information in Excel sheets, HubSpot, Dropbox, QuickBooks, and performing other clerical and administrative assistance tasks, 8) maintain regular contact with Spanish-speaking clients, 9) provide oral and written Spanish/English translation and interpretations as needed, 10) submit daily reports, 11) do know your Rights presentations remotely using social media platforms, 12) assist as necessary with office duties such as data entering, typing, photocopying, etc., and, 13) with whatever additional tasks as directed by the Bilingual Operations Deputy Manager and Bilingual 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) ability to work with people of diverse economic, educational and social backgrounds, 4) have computer skills, 5) ability to keep momentum, carefully document facts, maintain confidentiality of the information provided, 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 the date when you can start working and your salary expectation, 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 Intake and Administrative 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!*