

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

BILINGUAL ADMINISTRATIVE ASSISTANT

Position: FLAP is seeking to hire a full-time Administrative Assistant (BIA) to support **FLAP**'s administrative work to accomplish the organization's mission and goals by working closely with the organization's operations team and other staff.

Compensation: **FLAP** comprehensive benefits package includes a 401k plan, 100% coverage of health insurance premiums (including prescription drugs) and 99% coverage for dental and vision insurance, with a minimal 1% employee contribution for dental and vision coverage. Employees also have general liability, mal practice (including management liability, employment practices liability and lawyers' professional liability coverage), social security, unemployment compensation, vision and workers' compensation. Employees enjoy 13 paid holidays, which increase with seniority, along with 12 paid sick days and 12 paid vacation days that also grow with their tenure. **FLAP** provides a diverse array of support options tailored to different circumstances. These include unpaid military leave, compensation for the wage difference during jury duty and witness subpoenas, paid funeral leave for immediate family members, near relatives, and close friends, the availability of up to 2 personal days annually after completing one year of service, and other leave options, extendable up to 30 calendar days, subject to approval by the bilingual executive director. **FLAP** provides mileage reimbursement for job-related travel at the IRS rate and reimburse meal expenses for travel. To support remote work needs, **FLAP** offer up to \$50 per month in reimbursement for expenses like internet use. Additionally, **FLAP** provides professional liability insurance, general liability insurance, and coverage for Social Security, unemployment, and workers' compensation. The starting annual salary is **\$40,000** and can go up to **\$50,000**, depending on skills and relevant experience. As for student loans, eligible employees can enroll in Income-Based Repayment (IBR) programs for federal loans, which are income-based and may offer loan forgiveness in as little as 10 years <http://askheatherjarvis.com/>. **FLAP** understands that the necessary equipment for this role is crucial, and we will provide all the tools needed to excel in the position.

Employment Status: Full-Time-Non-Exempt.

Reports to: Bilingual Operations and Finances Coordinator.

Work Schedule: Negotiable. Monday to Friday, Tuesday to Saturday, Wednesday to Sunday, Thursday to Monday, Friday to Tuesday, Saturday to Wednesday, or Sunday to Thursday, 9:00 a.m. to 5:00 p.m., 10:00 a.m. to 6:00 p.m., 11:00 a.m. to 7:00 p.m., 12:00 p.m. to 8:00 p.m.

Location: Presently all **FLAP** staff is working remotely as well as traveling in their assigned areas doing community outreach and education, attending community meetings and events. If you are offered a job interview, we will be discussing what the expectation is for the BIA once the organization decides to return to **FLAP**'s office.

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 and opportunities for low-income workers and their households in the cannery, farming, 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-wage populations. **FLAP** provides these services free of charge and without regard to immigration status. **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:

Facebook bilingual: <https://www.facebook.com/farmworkerlandscaper.advocacyproject>

Facebook 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>

Twitter: <https://twitter.com/FLAPillinois>

Instagram: <https://www.instagram.com/flapillinois/>

YouTube: <https://www.youtube.com/channel/UCJAzURFw-j8tXJAY6PbEnBg>

LinkedIn: <https://www.linkedin.com/company/farmworker-and-landscaper-advocacy-project>

Responsibilities:

- Daily review and follow up of the organization hotline and information e-mail;
- Create a contact in **FLAP**'s case management system based on hotline messages and update it accordingly;
- Re-direct calls and e-mails to the appropriate staff for follow up;
- Assign-potential and/or active cases to the appropriate organization's staff for follow up;
- Make general referrals to **FLAP**'s partners, following the "Where to Send Referrals" document;
- Prepare letters and documents;
- Carry out office responsibilities such as creating materials and conducting research;
- Provide support as necessary with various office duties such as photocopying, create links, entering data in Excel, HubSpot, Dropbox, Salesforce, provide data for grants such as New Leaf, along with handling other clerical and administrative assistance tasks;
- Organize and take care of Community Navigators, Independent Contractors, reports on data systems, including but not limited to weekly report, A2J tabling forms, immigration reports, daily reports, etc., and, upload immigration forms, daily and weekly reports in HubSpot, Dropbox and Excel sheet to be assigned to staff;
- Provide oral and written Spanish/English translation and interpretations as needed;
- Submit daily, weekly and monthly reports as needed;

- Participate in the recruiting and onboarding process of staff, interns/externs/fellows, and volunteers;
- Support with fundraiser events planning and implementation;
- Assist with any additional tasks as directed to accomplish the organization's mission.

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) have the 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 and/or the organization's partners to meet deadlines.

Application: To be considered for the position, please send the following:

Application: To be considered for the position, please send the following, *via e-mail*, to info@flapillinois.org in attention to Alexandra Sossa, **FLAP** Bilingual Executive Director. Write: "BIA" in the subject line of the e-mail:

(1) resume;

(2) writing samples (one in Spanish and one in English);

(3) two references and;

(4) cover letter indicating: (a) date when you can begin work, (b) salary expectation, (c) explaining if you are planning to have a second job, (d) at least three dates with a time frame you will be available for a no more than 15 minutes phone call for initial screening and/or one hour virtual and/or in person interview at **FLAP** offices,

FLAP will not accept incomplete applications. Position will remain open until filled, but **FLAP** seeks to fill this position ASAP. It is okay to e-mail for clarification questions at info@flapillinois.org

***FLAP** is an Equal Opportunity Employer and has an affirmative policy to maintain the work place free of sexual harassment and intimidation!*