

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

BILINGUAL DEVELOPMENT ASSISTANT

Position Overview: **FLAP** is seeking to hire a full-time Bilingual Development Assistant (BDA), to join the organization dedicated team. In this role, the BDA will play a pivotal part in achieving the organization's mission and goals by working closely with the organization's chief executive officer, the development and communication's team and other staff to develop, implement, and evaluate a sustainable organization's development plan.

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 16 paid holidays, along with sick days and vacation days that 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. **FLAP** provides mileage reimbursement for job-related travel at the IRS rate and reimburse meal expenses for travel. Additionally, **FLAP** provides professional liability insurance, general liability insurance, and coverage for Social Security, unemployment, and workers' compensation. The annual salary is **\$60,000** 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, Exempt.

Reports to: Bilingual Director of Development and Communications

Location: **FLAP** administrative office at 77 W. Washington Street # 1100, Chicago, IL 60602.

Work Schedule: 40-45 hours per week, including occasional evenings and weekend hours, attendance at select community events where the organization needs to be represented.

Transportation: This position requires geographic mobility in Illinois and to go to **FLAP's** offices. Therefore, because the BDA will be required to attend meetings on behalf of **FLAP**, the BDA must have access to a reliable vehicle for travel, legally mandated automobile liability insurance, and a valid driver's license.

Physical Demands: The BDA will operate normal office equipment, use a computer and phone for extended periods of time. Manual dexterity is required.

Personnel Supervised: Interns, externs and/or fellows. Point of contact for volunteers, contractors and/or consultants.

Background: FLAP is a 501(c)(3) non-profit organization, *at an exciting point in its growth*, committed to improve working conditions and opportunities, free of charge and without regard to immigration status, for low-wage workers and their households in the cannery, farming, greenhouse, landscaping, meat, nursery, packinghouse, poultry, restaurants, and snow plowing industries through advocacy, community outreach and education, community legal education, information and referrals, fighting human labor trafficking, legal services, preventing family separations by helping immigrants secure dual citizenship for their children and facilitating access to technology and cash transfers. **FLAP** does not receive funding from the Federal Legal Services Corporation.

For additional information please visit:

Website: <https://www.flapillinois.org/>

Donation page: <http://www.flapillinois.org/donate/>

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

For more information on the direct impact of **FLAP**'s Bilingual Chief Executive Officer's work, please visit: [facebook.com/alexandra.sossa.3994](https://www.facebook.com/alexandra.sossa.3994) and <https://www.linkedin.com/in/alexandra-sossa-910bb430b/>

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

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

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

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>

Thriller: <https://triller.co/@flapillinois>

Responsibilities:

- ✓ Assist in writing grant proposals and reports, ensuring accuracy and completeness,
- ✓ Assist with preparation of thank-you letters, newsletters, and other donor communications,
- ✓ Maintain and update the donor database with accurate and up-to-date information,
- ✓ Support the planning and execution of fundraising campaigns, including direct mail, email, and social media efforts,
- ✓ Assist in organizing fundraising events campaigns and initiatives, including logistics, invitations, and on-the-day support,
- ✓ Schedule and prepare materials for meetings with donors, partners, and other stakeholders,
- ✓ Maintain organized digital and physical files of fundraising,
- ✓ Conduct research on potential donors, including individuals, foundations, and corporations,
- ✓ Assist in analyzing fundraising data to identify trends and opportunities for improvement,
- ✓ Prepare regular reports on fundraising activities and outcomes for internal and external stakeholders,

- ✓ Assist in recruiting, training, and managing staff and volunteers for events and other activities.
- ✓ Provide administrative support to program staff as needed, particularly in areas requiring bilingual communication.
- ✓ Represent the organization at community events, meetings, and other public engagements.
- ✓ Assist in building and maintaining relationships with foundations, donors and other potential partners for funding.
- ✓ Submit reports for the immediate supervisor and/or Chief Executive Officer,
- ✓ Assist with additional tasks assigned to advance the organization's mission.

Qualifications: 1) applicant *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 tight timelines, operate with a sense of urgency, perform under pressure, 4) have the ability to work independently and also with people of diverse economic, educational and social backgrounds to meet deadlines and answer e-mails, while demonstrating a commitment to social justice and immigrant rights, 5) ability to keep momentum, carefully document facts, maintain confidentiality of the information provided, 6) a successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision-making, 7) have the ability to work with tight timelines, operate with a sense of priorities, perform under pressure to meet deadlines and answer e-mails, 8) demonstrable computer skills with the internet, e-mail, Microsoft Office, Windows, Microsoft Word, Excel, Outlook, Canva, MailChimp, and other programs, 9) familiarity with development and grant writing is desirable but not required; 10) strong writing and oral communication and research skills are required, 11) individually motivated and able to keep momentum, 12) ability to multitask, efficiency and prompt turn-around is mandatory.

Application: To be considered for the position, applicants shall submit *via e-mail*, to info@flapillinois.org in attention to Alexandra Sossa, Bilingual Chief Executive Officer, 77 W. Washington Street, Suite 1100, Chicago, IL 60602:

- (1) resume: including contact information, education, previous employment, languages and skills;
- (2) cover letter indicating: (a) date when they can begin work at **FLAP** in case they are offered the position, (b) confirming the offered salary meets the salary expectation and is in alignment with the applicants' experience and skills, (c) if the job applicant is planning to have a second job, and if so, a brief description of the job, schedule of work and how the applicant will manage their time at **FLAP**, and (d) at least three (3) dates with a time frame they will be available for a no more than fifteen (15) minutes phone call for initial screening;
- (3) writing samples (one in Spanish and one in English for those who are bilingual); and
- (4) At least three references.

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 Chief Executive Officer, write: “**BDA**” in the subject line of the e-mail:

(1) Resume;

(2) Writing samples (one in Spanish and one in English. There are not particular requirements for this);

(3) At least two references giving **FLAP** permission to contact them, and;

(4) Cover letter indicating: (a) date when you can begin work, (b) minimum salary expectation,

(c) Explaining if you are planning to have a second job, and if so, what job is this and how you will manage your time at **FLAP**, (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.

Deadline to apply is XXXX 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, discrimination and/or intimidation!*