

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 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 **\$45,000** 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, Exempt

**Reports to:** Bilingual Director Development and Communications

**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:** Currently, all **FLAP** staff are working remotely, as well as traveling in their assigned areas engaging in community outreach and education, attending community meetings and events. During the interview process, **FLAP** will provide further expectations for the BDA once the organization transitions to return to **FLAP**'s offices.

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

**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, legal services, 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:

Bilingual Facebook page: <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](https://www.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>

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 urgency, 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, please send the following, ***via e-mail***, to [info@flapillinois.org](mailto:info@flapillinois.org) in attention to Alexandra Sossa, **FLAP** 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 is not particular requirements for this);

(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](mailto: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!***