

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

INTERNS

Position: [FLAP](#) is seeking an undergraduate Northern Illinois University student who lives in the State of Illinois to serve as an Intern in support FLAP's mission to improve working conditions and opportunities for low-income workers in Illinois between now and **through August 31, 2024**. This is an internship position most suitable for those individuals who would like to give back to their communities in their own schedule a minimum of **120** total hours during the duration of the Internship.

Compensation: The Intern can earn an hourly rate of between \$20 to \$30/hour relative to experience with a maximum cap of no more of \$5,666 over the course of the year long program between now and August 1, 2024 and mileage reimbursement for Internship-job-related travel at the IRS rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates/>

Employment Status: Intern, Independent Contractor.

Reports to: It depends on the FLAP's project/department the intern chooses to work at:

Advocacy: Bilingual Advocacy and Intake Coordinator

Community Outreach and Education: Bilingual Community Outreach and Intake Assistant.

Data, Communications and Marketing: Bilingual Administrative and Intake Assistant

Development: Bilingual Executive Director

Operations and Finances: Bilingual Operations and Finances Coordinator

Legal: Bilingual Case Administrator

Work Schedule: Intern sets their own schedule for a minimum of **120** hours during the duration of the Internship between now through August 31, 2024.

Location: Negotiable, hybrid, remotely.

Physical Demands: It depends on the FLAP's project/department the intern chooses to work at. In general, the Intern 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.

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-income 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: It depends on the FLAP's project/department the intern chooses to work at:

Advocacy:

Engaging the community in FLAP's advocacy: equal payment, overtime payment for Farmworkers in Illinois, fight against human labor trafficking, empower low-income workers to improve their living and working conditions and identify and develop a plan to address barriers to fully engage them in an entrepreneurial culture.

Community Outreach and Education:

Present information on FLAP services, deliver community outreach and education material and presentations virtually and at meetings, consulates, agencies, business, churches, etc., support with financial and technology distribution and the organization grant goals.

Data, Communications and Marketing:

Provide support to draft, implement, and evaluate the organization's communication and data plan. This includes social media pages, press releases, fliers, and letters on behalf of FLAP, edit and ensure FLAP website and social media pages are updated, submitting reports for the immediate supervisor and/or Bilingual Executive Director.

Development:

Research potential foundations and/or donors, support the organization in person and/or virtual fundraisers, draft grant proposals, attend site visits to defend the organization proposals, attend informational grantee meetings and submit reports making recommendations to apply or not to apply for grant opportunities.

Legal:

Conduct intakes, build cases for Litigation, do legal research.

Operations and Finances:

Assisting with accounting tasks, such as maintaining organization's checkbook, and entering information into QuickBooks, submit accounting and operations reports.

Although these students will be supervised and trained by FLAP staff:

<https://www.flapillinois.org/about/> this position requires students to work independently and take initiative in seeking out opportunities. This independence allows students to be creative and try different strategies that suit them, but also requires that they are diligent, dedicated, and driven workers.

Qualifications: It depends on the FLAP's project/department the intern chooses to work at: Advocacy, Community Outreach and Education, Data, Communications and Marketing, Development, Legal, Operations and Finances. General requirements are: 1) They ***must be*** an undergraduate Northern Illinois University student who lives in the State of Illinois, 2) strong writing and oral communication and research skills, 3) demonstrated commitment to social justice and immigrants' rights, 4) strong organizational skills, 5) ability to work independently, 6) individually motivated and able to keep momentum, 7) ability to multitask, 8) efficiency and prompt turn-around mandatory, 8) fluency in written and spoken English is mandatory.

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: "**Intern**" in the subject line of the e-mail:

(1) resume;

(2) writing sample;

(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 action to maintain the work place free of sexual harassment and intimidation!