



Job Brief:

Immigration Analyst and Coordinator, AmeriCorps VISTA San Juan, Puerto Rico Office

Who We Are:

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through advocacy, capacity building, grantmaking, programs and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, and the environment. Values that drive our work include equality, fairness, diversity and empathy. Hispanic Federation is headquartered in New York and has offices in DC, FL, CT, NC, and in 2018 opened in Puerto Rico.

Who We Seek:

The Hispanic Federation seeks an Immigration Analyst and Coordinator through the AmeriCorps VISTA program. The Analyst will support HF's Puerto Rico office in San Juan. This position will assess the needs of the immigrant communities in Puerto Rico, the services available to those communities, and identify the prevailing gaps in such services across Puerto Rico. Through research and field work, the Analyst will prepare a map of local services and include the corresponding need within the area of the service providers. Serving as a liaison to the community, the Analyst will meet with HF's partners to properly address community needs and ensure the effective delivery of services.

Activities

- Identify existing services and key stakeholders (immigrants, governmental or municipal institutions, nonprofits, community-based organizations, academic, private sector, etc.):
- Assess and evaluate immigration legal framework applicable to Puerto Rico, and its similarities and differences with stateside laws and regulations, focusing on maximizing service efficiency in Puerto Rico
- Develop a map of current local service providers and identify gaps in service through mapping, identify areas to develop capacity and support the creation of a capacity building initiative.
- Assess programs operating within the United States and at other HF sites and produce recommendations on how to best support underserved communities in Puerto Rico.
- Design and propose a new framework to address services gaps for immigrant communities in Puerto Rico, working closely with the HF Puerto Rico Office to identify NGO and CBO partners to address community needs.
- Support fundraising initiatives as it relates to service assessment and the creation of a capacity building network.

- Serve as the HF liaison to service providers across Puerto Rico, execute community outreach efforts, meeting and interviewing service providers and their clients to understand completely the full need for services.
- Maintain accurate records of research and prepare reports of findings as necessary

Skills and Qualifications:

- Bachelor’s degree or a combination of credits towards attaining a bachelor’s degree and work experience
- Ability to work well with a diverse group of grantees and individuals.
- Strong analytical skills with exceptional attention to detail
- Demonstrated capability to effectively communicate orally and in writing.
- Ability to effectively manage a wide array of tasks, projects, and responsibilities.
- Self-starter with ability to prioritize work, meet deadlines, and adapt to evolving situations.
- Well-organized and detail-oriented
- Professional and welcoming demeanor both in person and by email or phone
- MS Office - fully proficient in Excel, Word, and PowerPoint
- Strong commitment to Hispanic Federation's mission and core values
- Sensitivity to the communities and audiences that HF addresses through its grants and programs
- Bilingual in Spanish and English (written and spoken) required.
- Must have a valid driver's license and be comfortable driving.

Benefits:

In partnership with the Corporation for National and Community Service (CNCS), AmeriCorps VISTAs placed with the HF Puerto Rico Office are given an allowance of \$15,001.50 for one year of service (as of August 15, 2021); will include a choice of healthcare allowance (\$8,550) or a health plan; and receive a choice of a year-end education award (\$6,345) or cash stipend (\$1,803).

Qualifying AmeriCorps VISTAs also receive the possibility of a relocation allowance, settling-in allowance (up to \$750), and childcare support

To Apply:

To apply, please email a cover letter and resume to Keyshla Marrero Lozada, Operations Manager, at kmarrero@hispanicfederation.org with “Immigration Analyst and Coordinator, AmeriCorps VISTA” in the subject line.

This is a full-time position based in our San Juan, Puerto Rico office as part of CNCS’s AmeriCorps VISTA program. The position will report to the Director of Policy and Advocacy. Must be available to interview in San Juan, PR. No Phone calls: only selected candidates will be contacted for interviews.