Position Announcement and Job Description:
Program Coordinator for Immigration Initiatives

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 grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, and the environment. HF is headquartered in New York City, with field offices in CT, DC, FL, NC, and Puerto Rico. Values that drive our work include equality, fairness, diversity, and empathy.

Who We Seek
The Hispanic Federation seeks a Program Coordinator for Immigration Initiatives to provide direct support to HF’s Immigration Department. The Program Coordinator for Immigration Initiatives will drive the department’s community outreach efforts and manage HF’s existing citizenship case load. The position provides natural opportunities to learn and requires the ability to remain flexible and adaptable in regard to work assignments. Currently a remote position.

Position Location: New York City
Reports to: Director of Immigration Initiatives

Job Duties and Responsibilities
Provide outreach assistance by carrying out the following responsibilities:

Administrative / Outreach Support (70%)
- Assist with the coordination of Hispanic Federation’s immigration programs, including program reports, site visits and program updates
- Facilitate speaking engagements with internal and external partners
- Refer individuals to member agencies for immigration services
- Review financial scholarship applications
- Develop informational resources to promote on HF’s website and social media platforms
- Coordinate immigration town halls, citizenship drives, consultation days, community workshops, hotline initiatives, etc.
- Correspond with member agencies for collaboration with immigration activities
- Conduct outreach and recruit volunteers for upcoming immigration activities
- Support team in drafting policy memos, testimonies, and letters of support

Legal Support (30%)
- Assist Director with managing pending cases
- Update client log and ensure all electronic files maintained regularly
• Notify clients of upcoming appointments and provide interview prep as needed

Required Skills and Qualifications

• Bachelor’s degree
• At least 3 years of related experience
• Bilingual English / Spanish
• Contract management experience a plus
• Experience in community engagement and direct outreach
• Understanding of New York City’s diversity and experience working with people of diverse backgrounds.
• Strong research and writing skills a plus
• Excellent oral and written communication skills
• Excellent interpersonal skills, including ability to work collaboratively and respectfully with staff at all levels and with diverse community
• Ability to prioritize, multi-task, and meet deadlines
• Strong organizational skills and attention to detail
• Public speaking skills is a must
• Enthusiasm, professionalism, and a passion for serving the Latino community
• Demonstrated commitment to advancing the Hispanic Federation’s values, mission, and goals
• Computer skills including Microsoft Office (Word, Excel, PowerPoint)

To Apply
Please submit a résumé and cover letter detailing your interest and qualifications via email to careers@hispanicfederation.org. No telephone calls.

The salary range for this position if $45k -$50k and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan.