



## **Position Announcement and Job Description: Immigration Program Coordinator**

### **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 Immigration Program Coordinator to provide direct support to HF's Immigration Department. The Program Coordinator 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, the position is operating under a hybrid model with days in-office and remote.

**Position Location:** New York, NY

**Reports to:** Immigration Programs Manager

### **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 Manager with managing pending cases and properly maintaining all files
- 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 required, a focus on public policy, government, or political science preferred
- At least two (2) years of related experience working with a nonprofit supporting community outreach and events
- Computer skills including Microsoft Office (Word, Excel, PowerPoint) along with other programs and operating systems required
- Excellent communication skills with strong research and writing experience required, proficiency in written and spoken Spanish an asset
- Must possess strong organizational skills and an attention to detail
- Experience with community engagement and direct outreach with the people of diverse backgrounds along with an understanding of New York City's diversity an asset
- Excellent interpersonal skills, including ability to work collaboratively and respectfully with staff at all levels and with diverse communities
- Experience with contract management and file/data management a plus
- Ability to prioritize, multi-task, and meet deadlines
- Experience presenting and with public speaking is required
- Demonstrated commitment to advancing the Hispanic Federation's values, mission, and goals

### **Compensation**

The salary range for this position is \$45k-\$50k and is commensurate with experience. Compensation includes fully subsidized medical, dental, vision insurance, access to flexible spending for medical and transportation, and a 403 (B) retirement plan with match after 6 months of service

### **To Apply**

Please submit a résumé, cover letter detailing your interest and qualifications, via e-mail to [careers@hispanicfederation.org](mailto:careers@hispanicfederation.org) with "Immigration Program Coordinator" in the subject line. No telephone calls.

For more information about the Hispanic Federation, go to [www.hispanicfederation.org](http://www.hispanicfederation.org).

Hispanic Federation is an equal opportunity employer and does not discriminate against actual or perceived race, color, religion, gender identity, gender expression, age, national origin, creed, disability, marital status, sexual orientation and/or other protected categories.