



About the Latin American Association

Founded in 1972, the Latin American Association (LAA) is the longest serving and largest provider of social and immigration legal services in Atlanta's Latino community. Last year, our services and programs impacted more than 40,000 individuals.

The LAA is a 501(c)(3) nonprofit organization.

Vision: Opportunity for All

Mission: To empower Latinos to adapt, integrate and thrive

Job Title: *Program Data Analyst VISTA*

Type: AmeriCorps VISTA (Volunteers in Service to America)

Department: Operations Department

Compensation: Bi-weekly stipend

Applications: To apply, please send your resume and a brief email explaining your interest in the program to Catherine Warren (cwarren@thelaa.org), Senior Operations Associate – Volunteer Relations

Build capacity in the longest-serving & largest provider of social & immigration services in metro Atlanta Latino community by joining the Latin American Association's AmeriCorps VISTA team.

Program Description:

Founded in 1972, the Latin American Association (LAA) is the longest serving and largest provider of social and immigration legal services in the metro Atlanta Latino community. In the past year, our services have impacted more than 40,000 individuals in the past year. The proposed VISTA position fits into our Economic Development and Education focus areas. As a member of the LAA OperationsCorps – the LAA Program Data Analyst VISTA will work side-by-side program teams to build the capacity of their data systems, research, design, and implement standard operating procedures to streamline and improve data collection processes.

Member Duties Include:

1. Review current operational processes related to organization program data;
2. Identify necessary improvements to be made in processes as well as processes to eliminate;
3. Collaborate with operations team and create an improvement plan for organization data collection;
4. Establish new and improved processes and procedures for data collection for LAA programs;
5. Document SOPs and train staff on new SOPs;
6. Research and identify database solutions for LAA program needs;
7. Develop database migration project plan for organization



AmeriCorps Benefits:

1. A relocation and settling in allowance
2. A bi-weekly stipend totaling around \$15,000 annually;
3. an additional stipend for education after their completion of service;
4. childcare benefits;
5. health care benefits;
6. professional development trainings through AmeriCorps learning management system
7. Non-Competitive Eligibility (NCE) status with the federal government (ie. you enter the federal hiring pool as a current federal employee for up to one year after your term)
8. Time worked as AmeriCorps VISTA counts toward total federal service
9. Scholarship eligibility with selected schools

LAA Benefits

1. Access to LAA professional opportunities
2. Mileage granted for official LAA travel
3. Professional development with LAA staff development and training program offered through partners like Nonprofit University at Georgia Center for Nonprofits and Emory University Continuing Education
4. Gain exposure and experience in the field of nonprofit management, and the Atlanta nonprofit industry, immigrant/refugee/human services nonprofit space
5. Develop a working knowledge of data and systems
6. Gain skills related to the Spanish language and exposure to a bicultural/bilingual learning experience in the field of social and community services.
7. Lead an implement large scale data projects with our programs and operations teams
8. Develop a positive attitude, cultural diversity skills, and a strong desire to help the community.
9. Learn how to relate effectively with people of diverse cultural and economic backgrounds.



Qualifications:

- Candidates must be:
 - 18 years or older
 - U.S. citizens, nationals, or legal residents
 - Successfully complete a criminal background check
 - Commit to full-time VISTA service
- We do permit part-time employment and/or attendance at school during off hours
- Preferred fluency in English and Spanish preferred (both written and oral)
- Strong interpersonal and communication skills, both written and oral
- Ability to multitask and work in a fast-paced environment
- Excellent team work skills, time management, and detail oriented
- Excellent computer skills and office administration skills
- Willing to work remotely and in-person.
- Must successfully pass a background check and valid photo ID
- Interest in working with the immigrant/Latino community
- Must have reliable transportation
- Must be dependable and flexible
- VISTAs are prohibited from political advocacy, organizing, and/or demonstrating while on VISTA duty, or while perceived to be on duty.

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