



*Do you want to take action on social justice issues? Do you want to be part of the solution to help immigrants who have suffered persecution and other human rights abuses? You can make an impact by serving at American Gateways, one of the most effective and efficient nonprofit immigration legal service providers in the nation, based in Austin, Texas.*

**Service Dates:** 07/18/2022 – 07/17/2023

**Applications accepted through 5/30/2022.** Applications will be reviewed on a rolling basis, so we encourage candidates to submit as early as possible. Remote interviews to begin in early May 2022.

**[Capacity and Fundraising Improvement VISTA \(click link to apply via AmeriCorps portal\)](#)**

This VISTA Member will work with management to improve and expand American Gateways' infrastructure and capacity with a focus on maintaining and improving the donor database and fundraising systems and procedures, creating data reporting templates, training staff on new systems and working on special projects. With these effective systems in place, our agency will have better data and systems and more efficient work systems, allowing us to serve people more efficiently, provide better data to current and new funders, raise additional funds and ultimately help more people acquire improved immigration status, which pulls entire families out of poverty.

The VISTA will work closely with the Director of Development and other staff and gain a full understanding of the inner workings of a nonprofit and how behind-the-scenes work has a deep impact on the ability to serve thousands of low-income Texans. The VISTA member will work with management to:

- Maintain and improve donor database: evaluate database design and data fields; make recommendations for improvement
- Create templates for data reporting for multiple agency sites and departments
- Create monthly outward facing newsletter for donors and other partners
- Train staff on database use
- Develop systems and procedures for fundraising events, annual appeal and other donation revenue generation programs
- Coordinate connections with key funding stakeholders, including city council members, commissions, and other officials
- System Development/Special Projects: create systems and develop agency resources
- Co-create social media materials and assets; support implementation of social media plan – including giving days, donor events, etc.

**[Administrative Operations and Volunteer Engagement VISTA](#) (click link to apply via AmeriCorps portal)**

This VISTA Member will work with management to create and improve the agency's internal systems which support our volunteer programs for pro bono attorneys, interpreters, translators and other volunteers, contribute to our social media campaigns and provide operational support for finance, audits and fundraising systems. American Gateways serves clients with a combined staff/volunteer legal team and a large bank of pro bono attorneys, volunteer interpreters and translators. The behind the scenes work of creating effective systems is crucial for these programs to run smoothly and improve our ability to track and report on our volunteer and client programs. Documenting our impact with data is an important factor in improving our ability to raise additional funds, increase our volunteer base and ultimately expand the number of people we can help acquire improved immigration status, which pulls entire families out of poverty.

The VISTA member will work closely with the Director of Development and other staff and gain a full understanding of the inner workings of a nonprofit and how behind-the-scenes work has a deep impact on the ability to serve thousands of low-income Texans. The VISTA member will work with management to:

- Evaluate, improve and maintain volunteer tracking and scheduling systems for all agency volunteers, including pro bono attorneys, interpreters and translators
- Work closely with the volunteer coordinator to orient new volunteers to our volunteer translator platform
- Capture data and run reports on participant outputs and outcomes (numbers served and achievements) as well as gather feedback from participants, clients and volunteers
- Co-create social media materials and assets; support implementation of social media plan – including giving days, volunteer events, etc.
- Create internal weekly newsletter for staff
- Provide operational support for internal organizational systems, including finance, audits, development initiatives, etc. Improve system to make is easy to identify and pull specific documents for reporting, update existing spreadsheets, etc.