

VOLUNTEER COORDINATOR POSITION

About IMUMI

IMUMI is a Mexican NGO located in Mexico City that advocates for women migrants and their families within the region of Mexico, the U.S. and Central America. We address issues important to migrant women through legal strategies, research, communication, and policy reform. Migration laws and policies often impact women in ways that complicate their legal, economic, and care-giver responsibilities. For example, many of the women we represent immigrated to the U.S. initially because they were searching for better educational and economic opportunities for their children. Now they have been deported and are separated from the children they moved to protect, or they have returned to Mexico with their children due to a domestic violence situation in the U.S. Others have fled violence in Central America to protect their lives and those of their children, only to be detained and deported, either from Mexico or the U.S. Those who have come to Mexico to re-start their lives —either as immigrants from other countries or Mexicans deported from the U.S.— have to face a Mexican bureaucracy that limits their access to education, health, housing, and employment.

IMUMI offers free legal support to clients who are seeking U visas or VAWA status, or with other family-based visa petitions in order to unify families where parents and their children are separated by international borders. The U.S. immigration area of the clinic also supports the Mexican immigration and family law attorneys in cases involving the right to an identity and family reunification. In these cases, IMUMI's U.S. attorneys assist with the acquisition of birth certificates and international certification in order to provide dual national children access to both their U.S. and Mexican citizenships, along with the public services and civil, political, and social rights guaranteed by each country. The U.S. attorneys also offer know your rights talks in migrant shelters regarding US asylum procedures. The Mexican immigration attorney represents women and their families with Mexican humanitarian visas and other legal remedies for reunification for families in Central America and Mexico. The Mexican family law attorneys work on international custody and human trafficking cases in which family issues arise. Together the legal clinic works to inform women migrants and their families the legal options available to them within the US and Mexican legal frameworks.

IMUMI's Volunteer Position - Background

In light of the U.S. policies to impede asylum seekers from reaching the U.S. combined with the announced changes in migration policies of the Mexican government (2018-2024), IMUMI has identified an ongoing need to offer legal orientation to migrant families who are traveling through or living in Mexico. Due to the millions of deportations executed by the U.S. government in the last 15 years, separated families throughout Mexico and Central America need information regarding post-deportation remedies and possibilities for re-unification. Transnational families need information about custody, passports (so USC children can visit parents), and dual nationality procedures. At the same time, due to the situation of violence, lack of rule of law, environmental devastation and poverty in Central America, Mexico is receiving many migrant families that need information about their protection options in Mexico and the U.S. In 2018 and 2019, IMUMI has received over 50 U.S. attorneys who have provided information to the people traveling in Caravans and on their own. In order to strengthen our capacity to receive volunteers in ways that are tailored to their skills and availability and that will also be more directed to the specific needs of migrant families, we have created the Volunteer Coordinator position.

IMUMI is seeking a Volunteer Coordinator to recruit and assist volunteers who wish to 1) provide post-deportation orientation to separated families, 2) learn and train others how to request birth certificates, dual nationality and passports for U.S.-citizen children in Mexico, and 3) provide workshops on the U.S. asylum process in migrant shelters in Mexico.

Responsibilities:

- Work independently and as a team to plan, coordinate, and supervise a full schedule of volunteer activities;
- Recruit volunteers for IMUMI's Volunteer Programs, including posting on websites, social media, etc.;
- Develop a screening process for volunteers to ensure that they have a positive experience.
- Administer or ensure volunteer orientation and training, and administer and respond to volunteer evaluations;
- Supervise and provide on-site support for volunteers as they give asylum or right to identity presentations;
- Create and foster relationships with migrant shelters, private law firms, law school clinics, non-governmental organizations, and private attorneys in the U.S. and

- Mexico, and coordinate volunteer opportunities with those partners;
- Assist volunteers in petitioning for U.S. vital records, amendments to the records, and apostilles;
- Perform administrative work as needed, including ongoing individual volunteer communication and keeping track of volunteer hours;
- Stay abreast of current immigration developments;
- Develop and update new materials as needed.
- Prepare evaluations of the volunteer program with recommendations for improvements.
- Participate in IMUMI team meetings and activities.

Qualifications

- University degree (Bachelor´s, Licenciatura or equivalent)
- General understanding of U.S. immigration law and the Mexican immigration framework preferred.
- Knowledge of relations between the U.S., Mexico and Central America.
- Fully bi-lingual in English and Spanish in order to communicate with volunteers, clients, and the migrant shelter staff;
- Excellent communication skills in both English and Spanish;
- Superb organizational skills;
- Training in assisting people with trauma and prior experience working directly with asylum seekers or other vulnerable populations;
- Maturity, good judgment in relating to peers and partners, dependability, and flexibility;
- Ability to work with people from diverse backgrounds, cultures, and perspectives;
- Ability to solve problems and think strategically.

Applicants (who are not Mexican citizens) must have or apply for immigration status and work authorization in Mexico. The Volunteer Coordinator should plan to work full time for a period of at least one year. Starting date: July-August 2019. Salary is competitive with Mexican NGOs.

To apply:

Send your CV, a cover letter and the names and contact information for two references by June 10, 2019 to fortalecimientoimumi@imumi.org.