



WELCOMING
AMERICA



VISTA Assignment Description City of San José – Office of Immigrant Affairs

Goal of the Welcoming San José Project

The Welcoming Community VISTA Corps supports immigrant inclusion at the municipal level and provides leadership opportunities to diverse new leaders, including DREAMers. This initiative supports cities and counties committed to building “welcoming communities” that strive to bring immigrants, refugees, and native-born residents together to create a positive environment for all by removing the barriers refugees, immigrants, and new Americans face to economic prosperity.

VISTA MEMBER PRIMARY ACTIVITIES

- **Develop and implement a robust, civic leadership academy, targeted specifically to the Vietnamese and Spanish-speaking communities living in poverty.**
 - Engage with local CBOs and the immigrant community to learn what elements of civic leadership training exist in the community, barriers to access, and proposed solutions to mitigate those barriers.
 - Critically assess what will work best given the goals and specifics of the San José immigrant community.
 - Work collaboratively with partner organizations to develop/ write/ identify the most appropriate civic leadership curriculum in English, Spanish, and Vietnamese (including relevant, cultural components).
 - Develop and implement an outreach plan, specific to the civic leadership engagement academies, for the Spanish and Vietnamese-speaking immigrant communities.
- **Operationalize the City Language Access Policy, resulting in improved access to meaningful services and information for San José’s Limited English Proficient (LEP) population.**
 - Interview LEP community members to better understand their experience accessing information and services from the City.
 - Assist with interviews of City staff as part of a language access assessment process.
 - Convert the information collected from department staff and community members into usable policy and process, in terms of Language Access for City departments.
- **Implement activities to improve awareness of and relationships between the receiving community and the immigrant community.**
 - Develop a public awareness campaign related to immigrant contributions and building relationships across groups.

- Source funds/ write grants to implement the public awareness campaign.
- Plan and implement 4 “welcoming activities” connecting immigrant and long-term residents.

DESIRED SKILLS AND EXPERIENCES

- Bilingual in Vietnamese and/or Spanish HIGHLY DESIRED.
- DREAMERS welcome.
- Ability to engage with local community in a respectful manner.
- Willingness to think outside the box and propose innovative ideas and solutions.
- Start date: ASAP

BENEFITS and COMPENSATION

- All benefits and compensation is provided through AmeriCorps VISTA / Public Allies. Please see their website for additional information.
- Additionally, up to \$1,000/month housing stipend is also available.
- Program Benefits include Stipend, Choice of Education Award or End of Service Stipend, Childcare assistance if eligible, Relocation Allowance, Health Coverage.
- For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>.

APPLICATION INSTRUCTIONS

- We are specifically looking for bilingual candidates in Vietnamese and Spanish. Link to apply is here:
 - [Welcome San José Civic Engagement and Awareness VISTA](#)
- For questions, please contact stephanie.jayne@sanjoseca.gov.
- We will review applications on a rolling basis starting August 11, please apply ASAP.

