



LEGISLATIVE ASSISTANT

The National Immigration Forum works to uphold America's tradition as a nation of immigrants. Working with allies and partners in Congress and across the nation, the Forum advocates and builds support for public policies that welcome immigrants and refugees and that are fair and supportive to newcomers in our country. As the nation's leading immigration advocacy organization, the Forum fights for public policies that reunite families, recognize the importance of immigration to our economy and our communities, protect refugees, encourage newcomers to become new Americans and promote equal protection under the law.

Founded in 1982, the Forum works with national and local advocacy groups, business organizations, and think tanks. The Forum convenes a diverse range of organizations interested in immigration reform to develop strategy and messages. In a time when our country struggles to find a realistic and safe immigration solution, the National Immigration Forum is a principled and pragmatic policy voice intent on raising the level of discourse and valuing the humanity and benefit of all immigrants and refugees.

Visit our website at <http://www.immigrationforum.org> for detailed information about the Forum.

Title: Legislative Assistant

Reports to: Director of Policy and Legislative Affairs

Position Summary and Responsibilities:

The National Immigration Forum Legislative Assistant position is an exciting opportunity for a motivated professional to support the Forum's leadership role in the development and execution of immigration-related legislative and policy priorities. The Legislative Assistant will remain informed about legislative activities in key issue areas and coordinate with Forum, Hill and colleague organizations' staff to schedule meetings, from planning to follow-up, identify the need for and compile materials, including researching and drafting documents. This is a full-time position that reports to the Forum's Director of Policy and Legislative Affairs and works closely with other Forum policy and communications staff and coalition partners.

Responsibilities:

- Provide administrative and programmatic support for legislative advocacy.
- Facilitate coordination, implementation and internal communication of legislative/lobbying work.
- Coordinate scheduling of lobby visits, organize and distribute legislative materials, including lobbying packets, and compile and maintain key congressional contacts lists/databases.
- Serve as primary point person for compiling and maintaining legislative materials, talking points, backgrounders, research documents, and other materials for policy team.

- Conduct research, assist with fact sheets, analyses, talking points and other materials as needed.
- Track, analyze and summarize primary and pending legislative materials (such as bills and statutes) by using specialized congressional research tools.
- Prepare for, attend and report on hearings, briefings and other key legislative events.
- Assist communications staff as needed with blog and website contributions.
- Represent the Forum at coalition meetings and Hill meetings.
- Respond to requests for information.
- Handle routine administrative tasks/duties, logistics for special meetings, and other duties as assigned by Director of Policy and Legislative Affairs.

Experience and Qualifications:

- Bachelor's degree required.
- Candidates are to have one to three years of experience with providing administrative support, and some programmatic experience, preferably in a non-profit setting.
- Demonstrated ability to organize, prioritize, and complete work independently. Must be a self-starter with flexibility, good judgment, and the ability to coordinate multiple, concurrent tasks in an effective manner.
- Demonstrated writing, proofreading, and communications skills (verbal and written) and attention to detail are key.
- This position requires strong interpersonal skills, innovative and creative thinking and the ability to use technology to achieve desired results.
- This position demands a commitment to the values and mission of the organization and ability to communicate an inspired vision or sense of core purpose.
- Priority will be given to candidates with knowledge of the legislative process and immigration policy.

The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a 401 (k) plan. The Forum is an equal opportunity employer and women, people of color and ethnic minorities are strongly encouraged to apply.

Applicants are encouraged to apply by April 23, 2010; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to:

resume@immigrationforum.org, subject Legislative Assistant

No phone calls please.