



## **POLICY AND ADVOCACY MANAGER FOR SKILLS AND WORKFORCE DEVELOPMENT**

The National Immigration Forum (the Forum) seeks a Policy and Advocacy Manager for Skills and Workforce Development. The Forum advocates for the value of immigrants and immigration to the nation. Founded in 1982, the Forum plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, labor, immigrant, non-immigrant and business constituencies in communities across the country. Coming together under the Forum's leadership, these alliances develop and execute legislative and administrative policy positions and advocacy strategies.

Leveraging our policy, advocacy and communications expertise, the Forum works for comprehensive immigration reform, sound border security policies, balance enforcement of immigration laws, and ensuring that new Americans have the opportunities, skills, and status to reach their full potential.

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

### **Title: Policy and Advocacy Manager for Skills and Workforce Development**

### **Reports to: Director of Policy and Advocacy**

### **Position Summary and Responsibilities:**

Currently, there are more than 42 million immigrants in the United States, contributing to economic growth in states, regions, and communities across the country. However, by 2020, the United States is projected still to be short an estimated 7.5 million private sector workers across all skill levels. This position with the Policy and Advocacy Team is an exciting opportunity for a motivated, experienced professional to play a critical role in the development and execution of the Forum's policy priorities to ensure that workers, including immigrants, are prepared to meet the talent needs of employers and have opportunities to reach their full career potential.

This position will focus on the dynamic skills and workforce development issues pertaining to immigrants, including: improving immigrants' English language acquisition and ensuring that immigrants have opportunities to gain skills, credentials, professional licensure and work experience in the U.S. This position will work independently as well as with members of the Forum's Policy and Advocacy Team, other Forum staff and other organizations and partners to:

- Develop and implement policy and legislative strategies to ensure that immigrants have the skills, education, and training needed to reach their full career potential.

- Identify opportunities at the federal, state and local levels to improve workforce and education programs to help immigrants gain skills and credentials needed to meet the talent demands of employers. Identify, develop and implement strategies that ensure the programs most effectively address the needs of immigrants.
- Work with Forum staff to increase appreciation and public/political support for the value of immigrants as a vital part of the American workforce and broader society.
- Conduct research and analyze data on how general workforce development policies and strategies pertain to immigrants, such as: implementation of the Workforce Innovation and Opportunity Act, reauthorization of the Carl D. Perkins Career and Technical Education Act and Higher Education Act, career pathways and sector strategies, apprenticeship and other work-based learning models, professional licensure, credentialing, assessments, role of community colleges, etc.
- Draft materials, including online content, to advance the policy priorities of the Forum for distribution to different audiences, including the media, the public, government offices, and Congress. Materials may include reports, policy briefs, blogs, fact sheets, etc.
- Represent the Forum in meetings with Capitol Hill legislative staff and Executive Branch staff. Maintain and build the Forum's relationships with national and local organizations, coalitions, and individuals working towards shared policy goals.
- Facilitate coordination, implementation and internal communication of legislative/lobbying work within the Policy Team and among other teams on issues related to ensuring immigrants have the skills to reach their full work potential.
- Collaborate other Forum staff, including Integration Programs and Communications Team, to develop and support priorities related to skills and workforce development.
- Contribute to other work of the Forum's Policy and Advocacy Team, including supporting the Forum's immigration policy priorities of addressing barriers to naturalization, achieving a just and humane immigration system, reforming immigration interior enforcement, improving border security and improving funding for immigration programs.
- Work with Forum staff to involve business, faith, law enforcement, education, immigrant and other leaders in policy advocacy campaigns at the state and federal level.
- Additional duties as needed and assigned.

### **Experience and Qualifications:**

- Public policy degree or JD highly preferred. Bachelor's degree or equivalent experience required.
- Must have at least three years of experience in skills and workforce development policy areas and at least five years of experience working on immigration/immigrant issues or in the federal policy and advocacy arena.
- Strong writing, research, organization and communication skills are a must.
- Ability to manage multiple projects in a fast-paced environment is essential.
- Experience working in and leading a coalition.
- Experience with the legislative and regulatory processes.
- Must exercise good judgment.
- Must be a motivated self-starter.
- The position demands a commitment to the values and mission of the organization and the ability to communicate an inspired vision or sense of core purpose.

**Salary:** Negotiable - depending on experience.

The National Immigration 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 January 17, 2017; however, the position will remain open until filled.***

To apply, send resume, cover letter and salary requirement to [resume@immigrationforum.org](mailto:resume@immigrationforum.org). Include *Policy and Advocacy Manager* in the subject line. ***Applications submitted without the required information requested will not be considered.***

No telephone calls please.