



Field & Constituencies Assistant

Founded in 1982, the National Immigration Forum (the Forum) plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, law enforcement, veterans 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 sound border security policies, balanced 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: Field & Constituencies Assistant (Law Enforcement focus)

Reports to: Director of Field & Constituencies

Position Summary and Responsibilities:

- Support the Forum's constituency and field work for the Forum's Bibles, Badges and Business for Immigration Reform network, with a particular focus on the law enforcement constituency work
- Help coordinate the Law Enforcement Immigration Task Force (LEITF), including orientation of new members, coordination of sign-on letters, gathering of quotes and other administrative tasks as needed
- Coordinate LEITF meetings, including quarterly full LEITF meetings; such as handling logistics (meeting schedule, conference call information, meeting space, catering, equipment, etc.) and ensuring appropriate information (meeting notices, agendas, notes, etc.) is distributed prior to and following meetings
- Participate in field team calls and discussions
- Maintain LEITF database, distribution lists and content
- Assist with LEITF website management
- Draft content for LEITF Weekly Report and other communications.
- Develop written and promotional materials
- Conduct research
- Provide reports at Forum weekly staff meetings, as needed

- Assist the Forum's policy and communications teams with LEITF and other field-related media activities, as needed
- Perform other responsibilities and tasks related to the Field and Constituencies work as needed

Education: Bachelor's Degree required

Experience and Qualifications:

- Two to four years of professional experience in at least one of the following areas: issue or political campaigns, advocacy/grassroots advocacy organization, Congress or the administration.
- Must like operating in an intense, fast-paced operation.
- Must possess excellent writing skills, strong oral communication skills, solid organizational skills, and sound political instincts.
- Have the ability to work independently, meet tight deadlines, balance multiple projects at once, and proactively identify opportunities to advance the Forum's goals.
- Experience working with law enforcement preferred
- Experience with Salesforce a plus
- The position demands a thorough understanding of and commitment to the mission and goals of the National Immigration Forum.

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

Candidates are encouraged to apply on or before July 21, 2017; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to: resume@immigrationforum.org and include **"Field & Constituencies Assistant"** in the subject line.