



Integration Programs Intern

The National Immigration Forum seeks a self-starting, **full- or part-time** Integration Programs Intern to assist our Integration Programs team. New American Workforce, the National Immigration Forum's integration program, works with businesses to assist their eligible immigrant employees with the citizenship process. Our unique model brings citizenship to the workplace, involves businesses in the integration process and assists low to moderate income immigrants who are legal permanent residents and eligible for naturalization but would not normally be able to naturalize without the support of their employers. We are active in eight cities: Washington D.C. (headquarters), Los Angeles, Miami, San Diego, San Jose, New York City, Houston and Detroit. Visit our website at newamericanworkforce.org for more detailed information.

The Integration Programs Intern will have the opportunity to work on a variety of projects, which may include:

- Collaborating with the Integration Programs team to maintain their data tracking system
- Building and expanding media collections
- Assisting the Integration Programs team with creating, editing and translating New American Workforce materials as needed for presentations, meetings and outreach
- Assisting with logistics for citizenship workshops and special events
- Assisting with creating reports for the Board, funders, program partners, etc.
- Assisting the Integration Programs team with administrative tasks as assigned

Qualifications:

- Strong attention to detail
- Experience working or volunteering with an immigration service provider or immigrant advocacy group and a passion for immigrants' rights
- Excellent written, oral and interpersonal communication skills
- Knowledge of Microsoft Word and Excel
- Bachelor's degree or current enrollment in an undergraduate or graduate program, preferably in public policy, social work, law, divinity, international relations or related
- SharePoint experience or knowledge is a plus

To Apply:

Please send a cover letter and resume to kaultman@immigrationforum.org. Please note that this is an unpaid internship. **Applications submitted without a cover letter and resume will not be considered.** Please note that due to the volume of applications we receive, we are able to respond only to those applicants whom we are interested in interviewing. No phone calls.

About the Organization:

The National Immigration Forum works to promote responsible immigration policies — ones that honor our Founding Fathers' commitment to an open society and also address today's economic and national security needs. Leveraging our policy, education and communications expertise, the Forum works for comprehensive immigration reform and also engages in day-to-day problems related to civil rights, border security, deportation, naturalization and integration, and family unity.

Equal opportunity employer.