



## **POLICY AND ADVOCACY ASSOCIATE (or MANAGER) FOR SKILLS AND WORKFORCE DEVELOPMENT**

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation. The Forum seeks a Policy and Advocacy Associate or Policy and Advocacy Manager depending on qualifications and experience.

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, 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: Policy and Advocacy Associate (or Manager) for Skills and Workforce Development**

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

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

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 integration policy priorities. This position will focus on policies that relate to developing the skills of immigrants so that they can reach their full work potential. These may include policies related to English language acquisition, adult basic education, career and technical education, and credentials. As a critical member of the Forum's Policy and Advocacy Team and working closely with other Forum staff, other organizations and partners, the Policy and Advocacy Associate (or Manager) for Skills and Workforce Development will develop policy priorities and strategies for their

implementation that ensure that immigrants have the opportunities, skills and status to reach their full potential. The primary goals of the Policy and Advocacy Associate (or Manager) for Skills and Workforce Development are to:

- Develop and implement policy and legislative strategies that address barriers to skills development that prevent immigrants from reaching their full work potential.
- Identify opportunities among existing federal, state and local government programs to help immigrants gain skills and training to reach their full work potential. 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.
- 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.
- Represent the Forum on Capitol Hill in legislative staff meetings and with meetings with Executive Branch staff.
- Maintain and build the Forum's relationships with national and local organizations, coalitions, and individuals working towards shared policy goals.
- 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.
- 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 with Integration Programs to develop and support initiatives related to skills and workforce development.
- Work with Forum staff to involve business, faith, law enforcement and immigrant leaders in policy advocacy campaigns at the state and federal level.
- With the Forum's Communications Team, help plan and execute the Forum's media strategy related to skills and workforce development.
- Additional duties as needed and assigned.

### **Experience and Qualifications:**

- JD or public policy degree highly preferred. Bachelor's degree or equivalent experience required.
- Must have at least five years of experience in immigration or policy. Prefer at least three years of experience in skills and workforce development policy area.
- 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.

- Must exercise good judgment.
- 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.

**Location:** This position is based in Washington, D.C.

**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 May 8, 2015; however, the position will remain open until filled.***

To apply, send resume and cover letter to [resume@immigrationforum.org](mailto:resume@immigrationforum.org). Include *Policy and Advocacy Associate* in the subject line.

No telephone calls please.