



## **Special Projects Assistant**

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. 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 immigrants and refugees.

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, 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.

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

### **Reports to: Deputy Director**

- Provide support to the Deputy Director and Senior Staff by managing all aspects of travel, external and internal meetings and other activities as requested.
- Manage the Deputy Director’s calendar including accurate scheduling and re-arranging appointments as needed to accommodate changing schedules and meeting opportunities. Interact with executives, assistants and consultants to coordinate a variety of appointments and meetings. On as needed basis, provide similar support for other senior staff.
- Make travel arrangements for multi-leg trips spanning multiple time zones. Collect and organize materials for travel and meetings, including air/hotel/rental cars reservations and boarding passes for Deputy Director. On as needed basis, provide similar support for other senior staff.
- Prepare travel expense reports, credit card expense reconciliations and expense reimbursement requests for the Deputy Director.
- Support staff meetings including notices, agendas, and notes and ensuring follow-up on actions discussed.
- Coordinate and communicate with development, program and administrative staff to ensure appropriate connections across the organization as the Directors’ activities relate to other areas of the organization.
- Manage and maintain accurate board member information. Coordinate all aspects of quarterly board meetings.
- Draft presentations and responses to inquiries as needed; convert information into Power Point or other presentation formats.

- Work with Deputy Director and staff on special program/campaign projects. Workflow managed by Deputy Director.
- Arrange catering for staff events.
- Manage use of donated airline tickets.
- With Executive Assistant, manage the reception desk.
- Perform other duties as required by Deputy Director.
- Manage intern program.
- Manage staff/intern alumni program.
- Assist in scheduling of senior staff meetings that cut across the organization.

**Qualifications:**

Knowledge, skills and abilities: Demonstrated ability to organize, prioritize, and complete work independently. Must be a self-starter with good judgment, and the ability and flexibility to take on a wide range of tasks. Requires great people skills and the ability to function in a position that provides support to/takes direction from an executive.

Good knowledge of office support functions including database management. Strong computer skills, including advanced use of Microsoft office particularly Outlook, Word, Excel and PowerPoint. Extensive experience making complex travel arrangements.

This position is ideal for an organized, incredibly competent go-getter that always figures out a way to get the job done and is interested in working for an advocacy organization.

**Education:** Undergraduate degree required.

**Experience:** Two to three years of progressive experience related to office coordination and support. Experience in the areas of executive level support a plus. Non-profit experience also a plus. Strong Excel skills a plus. Must like operating in an intense, fast-paced operation.

**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 April 30, 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 *Special Projects Assistant* in the subject line.

No telephone calls please.