



## **Manager for Integration Programs**

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.

In 1915, Bethlehem Steel was one of the first U.S. employers to provide free English language instruction to its immigrant workforce. Now, with approximately 8.8 million immigrants currently eligible for citizenship, the National Immigration Forum has established New American Workforce to work with businesses at their worksites to assist their eligible immigrant employees with the citizenship process and help them achieve essential English skills to equip them to become more valuable workers and full participants in the workplace, community and economy.

The Forum is the organizer and manager, acting as the go-between with local and national businesses and local service providers that provide immigrant integration services.

Visit our website at <http://www.newamericanworkforce.org> for detailed information about New American Workforce.

### **Reports to: Director of Integration Programs**

Responsibilities include but are not limited to:

- In collaboration with the Director of Integration Programs, manage efforts in creating and maintaining the quality of New American Workforce materials as needed for presentations, meetings and outreach.
- Coordinate the planning and running events and meetings: logistics, agendas, and follow up for meetings or media events, as assigned.

- Coordinate implementation of ESL/ELL and Civics programs in partner worksites.
- Ensure data tracking system is accurate and maintained.
- Collaborate with Director to create reports for the Board, funders, program partners, grants etc.
- Collaborate with the Director and Development team with necessary tasks related to fundraising for the New American Workforce, including creating materials and outreach strategies for corporate contributions and foundation grants.
- Coordinate and manage strategic initiatives and administrative tasks as assigned by Director.
- Organizing and providing support for New American Workforce communications efforts, as directed.

**Education:** Bachelor's degree required.

**Required Experience and Qualifications:**

- At least three years of experience related to program coordination or management.
- One to three years of experience working with ESL/ELL programs at an educational institution or non-profit service provider agency.
- Demonstrated ability to organize, prioritize, and complete work independently.
- Must be a self-starter with flexibility, good judgment, and the ability to take on a wide range of tasks.
- Ability to organize and manage multiple projects is essential.
- Demonstrated experience compiling and creating grant proposals and reports.
- Must be able to engage with outside organizations to promote the value of New American Workforce and the initiatives of the National Immigration Forum.
- Good knowledge of office support functions including database management.
- Strong computer skills, including advanced knowledge of Microsoft Outlook, Word and Excel.

**Preferred Experience and Qualifications:**

Preference will be given to candidates with one or more of the following:

- Experience working with immigrant populations
- Experience working with the private sector
- ESL/ELL curriculum creation knowledge and ability
- Knowledge of SharePoint software

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 September 15, 2015; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to: [resume@immigrationforum.org](mailto:resume@immigrationforum.org) and include "Integration Manager" in the subject line.