



**NEW
AMERICAN
WORKFORCE**

Consultant

Business Outreach Consultant - Philadelphia

The National Immigration Forum advocates for the value of immigrants and immigration to the nation. 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.

The Forum seeks to engage a part time Business Outreach Consultant to work on the New American Workforce in Philadelphia, PA. New American Workforce draws inspiration from Bethlehem Steel, which in 1915 was one of the first U.S. employers to provide free English language instruction to its immigrant workforce.

The goal of the Forum's New American Workforce is to combine access to Citizenship services as well as English learning and civics training. By offering these immigrant integration services, we can help hard-working immigrants achieve essential skills that will increase their productivity and earning potential, allow them to fully engage as citizens in their new homeland and better their lives and those of their families.

The scope of services for a Philadelphia-based Business Outreach Consultant includes:

- Develop and maintain partnerships with companies interested in offering naturalization services on the worksite.
- Advance and nurture local Service Provider partner relationships.
- Work closely with the Director of Integration Programs to coordinate specific work to be done at the site; including a weekly check-in meeting with Director.
- Establish a minimum of 4 new business partners per quarter, unless otherwise specified.
- Contact a minimum of 25 new businesses per month, unless otherwise specified.
 - Contact consists of: Initial outreach and Follow-up call or meeting.
- Recruit and establish a partnership with 1 new "maximizer" organization (trade association, chamber, etc) bi-quarterly.
- Planning workshops and providing liaison services between business and service provider for a minimum of 8 workshops per quarter; 4 Information and 4 Application.
- Co-facilitation of each workshop and attendance at local workshops/events required.
- Host and execute Information workshops that have a minimum aggregate attendance of 50 participants, per quarter.
- Maintain the SharePoint data tracking page for the site.
- Ensure that the service provider is entering the data into SharePoint and that all business contacts and events are logged correctly within 48 hours of event.
- Attend monthly New Americans Campaign group meetings as the local New American Workforce representative (commitment as specified by Director).

- Assist the Director of Integration Programs and Forum staff in organizing press events, as directed.

Experience and Qualifications:

- Bachelor's degree required
- Non-profit community organization, ideally one that provides direct services preferred
- Event management experience
- Private sector experience
- Ability to organize and manage multiple projects
- The position demands a commitment to the values and mission of the organization and the ability to communicate an inspired vision of core purpose.

Send resume and cover letter to resume@immigrationforum.org and jmurray@immigrationforum.org with subject header: Business Outreach Consultant – Philadelphia.