



POLICY AND ADVOCACY ASSOCIATE

The National Immigration Forum (the 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, law enforcement, veterans 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 www.immigrationforum.org for detailed information about the Forum.

Reports to: Director of Policy and Advocacy

Responsibilities:

The National Immigration Forum Policy and Advocacy Associate plays a critical role in supporting the development and execution of the Forum's policy priorities. The position will particularly support policy priorities related to skills and workforce development, which encompasses policies related to English language acquisition, adult basic education, career and technical education, employment and training services, credential attainment, and professional licensure. 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 will:

- Support the development and implementation of the Forum's policy priorities, particularly skills and workforce development policies, comprehensive immigration reform, and balanced enforcement of immigration laws.
- Support the Forum's legislative advocacy by developing and maintaining relationships with Congressional offices and setting up and attending meetings on Capitol Hill. Represent the Forum at 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.
- Draft educational 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.
- Facilitate coordination, implementation and internal communication of legislative/lobbying work within the Policy and Advocacy team and among other teams.
- Work with Forum staff to involve business, faith, law enforcement, immigrant leaders, workforce, and education 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 the Forum's policy priorities and advocacy strategy.
- Additional duties as needed and assigned.

Required Experience and Qualifications:

- Bachelor's degree or equivalent;
- Minimum of one year of work or educational experience in immigration and workforce or education policies;
- Knowledge of state and federal workforce and/or education policies, legislation and programs; workforce systems infrastructure; and funding of workforce and/or education programs;
- Knowledge of the legislative process and familiarity with immigration, workforce, or education laws;
- Strong writing and communication skills, paying careful attention to detail;
- Self-starter with demonstrated ability to organize, prioritize, and complete work independently and able to conduct directed and independent research;
- Likes operating in an intense, fast-paced environment;
- Ability to work in a team and in a coalition with excellent judgment and discretion; and
- Commitment to the values and mission of the organization and able to communicate a sense of core purpose.

Preferred Experience and Qualifications:

- Juris Doctorate degree or graduate degree preferred.

How to Apply:

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. The Policy and Advocacy Associate position is an exempt position.

Candidates are encouraged to apply on or before February 1, 2016; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to: resume@immigrationforum.org and include "Policy and Advocacy Associate 2016" in the subject line.