



Constituencies 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, 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 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: Constituencies Associate

Reports to: Field Director

Position Summary and Responsibilities:

- As directed by the Field Director and Campaign Manager and in cooperation with the other Senior Staff, facilitate coordination, implementation and internal work of the field component of the national campaign.
- As directed by the Field Director and Campaign Manager, support the Forum's constituency and field work for the Forum's Bibles, Badges and Business for Immigration Reform (BBB) campaign, network, including implementation of constituency outreach projects.
- Assist in the management of constituency work including outreach to conservative allies and partners.
- Coordinate scheduling of BBB Field Team meetings, maintain meeting schedule and ensure appropriate information is distributed prior to meetings to promote smooth functioning.
- Draft and distribute related meeting materials, including meeting notices, agendas, and meeting notes, and other communications as needed to internal and regional staff.

- Manage logistics for local and national meetings and events by making all arrangements for conference calls and in-person meetings, including reserving meeting space, catering, equipment, etc.
- Assist with communications for events.
- Participate in calls and discussions as necessary.
- Provide reports at Forum weekly staff meetings.
- Keep a current and upcoming calendar of BBB events.
- Coordinate schedule of meetings for the Forum's immigration strategy table (a regular meeting of center-right groups) with target list and deliverables. Draft and distribute related meeting materials, including meeting notices, agendas, and minutes, and other communications as needed.
- Maintain target list and intelligence for the immigration strategy table.
- Assist with the execution of the National Immigration Forum's external campaigning efforts, including support at the national level for on-the-ground implementation of key external campaigning activities (field campaign activities, collaborative advocacy activities, media, allies, organizing, training).
- In collaboration with the leadership of the Forum, help lead the development of Forum campaigning toolkits (research, policy, advocacy, constituent engagement, allies, media, communications, etc.).
- Draft content for blog and social media accounts .
- Conduct pertinent political and constituency-focused research.
- Develop written and promotional materials.
- Draft weekly report to White House on BBB activities.
- Keep formal documents of BBB activities formatted and ready to share.
- Draft and distribute related meeting materials, including meeting notices, agendas, and minutes, and other communications as needed to campaign partners.
- Assist with data base and website management and maintaining accurate and current distribution lists as needed.
- Perform other responsibilities and tasks related to the management of the Field/Constituencies team as they arise.

Education: Bachelor's Degree required

Experience and Qualifications:

- Two to four years of professional experience in at least one of the following areas: issue or political campaigns, advocacy/grassroots advocacy organization, Congress or the administration.
- Must like operating in an intense, fast-paced operation.
- Must possess excellent writing skills, strong oral communication skills, solid organizational skills, and sound political instincts.
- Have the ability to work independently, meet tight deadlines, balance multiple projects at once, and proactively identify opportunities to advance the Forum's goals.
- The position demands a thorough understanding of and commitment to the mission and goals of the National Immigration Forum.

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 August 19, 2016; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to:
resume@immigrationforum.org and include “**Constituencies Associate**” in the subject line.
Applications submitted without the required information will not be considered.