



## **Associate 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 the 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**

Integration Programs Associate:  
Responsibilities include but are not limited to:

- Under direction of the Director, responsible for creating and/or overseeing designers producing *New American Workforce* materials as needed for presentations, meetings and outreach.
- Assist with planning and running events and meetings: logistics, agendas, and follow up for meetings or media events.
- Develop and maintain program data tracking and reporting systems.
- Responsible for training and offering support to data tracking system users.
- Assist with creating reports for the Board, funders, program partners, grants etc.
- Assist the Integration team in collaboration with the Development team with fundraising for the *New American Workforce*, including corporate contributions and foundation grants.
- Work closely with the Director of Integration Programs to schedule travel and logistics for special events.
- Oversee seasonal intern recruitment, training, and management.
- Assist the Director of Integration Programs with administrative tasks as assigned.

#### DC Site Coordination:

Responsibilities for Washington, DC Site Coordination include:

- Maintain partnerships with companies interested in offering naturalization services on the worksite.
- Provide support to Director of Integration Programs and executive leadership for development of new business partnerships.
- 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.
- Serve as point person for local partners to ensure logistics for outreach events, workshops, etc. are completed in order to facilitate services that meet businesses partners' needs. Attendance at local workshops/events required.
- Maintain the SharePoint data tracking page for the site, ensuring that the service provider is entering the data and that all business contacts and events are logged correctly.
- Assist the Director of Integration Programs and Forum staff in organizing press events, as directed.

**Qualifications:** 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. Must be able to engage with businesses to promote the value of the Bethlehem Project. Good knowledge of office support functions including database management.

Strong computer skills, including advanced knowledge of Microsoft Outlook, Word and Excel. Knowledge of SharePoint software preferred but not required.

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

**Experience:** At least three years of experience related to office administration/support. Non-profit community service provider and/or event management experience preferred. Program administration experience preferred.

**Salary:** Commensurate with experience.

The National Immigration 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 March 2, 2018; however, the position will remain open until filled.

To apply, send cover letter, resume and salary requirement to [resume@immigrationforum.org](mailto:resume@immigrationforum.org) and include "Associate for Integration Programs" in the subject line.

Applications submitted without the required information will not be considered.