Field & Constituencies Associate

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

Founded in 1982, the Forum is a non-partisan advocacy organization, building trusted relationships to create a shared vision for immigration in America. Our innovative approach leads the conversation on the value of immigration for a stronger, richer and more vibrant America.

Leveraging our policy, advocacy and communications expertise, the Forum works across diverse constituencies in communities throughout the country for comprehensive immigration and 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.


Reports to: Vice President of Field & Constituencies

Exempt or Non-Exempt: Exempt

Position Summary:

The Field & Constituencies Associate is responsible for providing critical coordination and support to the Field & Constituencies team, with a particular focus on the faith constituency and Bibles, Badges and Business for Immigration Reform (BBB) mobilizer coordination.

Job Duties and Responsibilities:

• Provide programmatic support to the Field & Constituencies team, including coordinating efforts and work products.
Coordinate scheduling of BBB Field Team meetings, individual mobilizer check-ins and other constituent calls, maintain meeting schedule and ensure appropriate information is distributed prior to meetings to promote smooth functioning.

Assist with coordination of work with evangelical Christians, including helping to meet strategic outreach goals, onboarding of new members, coordination of sign-on letters and media opportunities; and other tasks as needed.

Manage and maintain all relevant BBB databases, distribution lists and content.

Draft and distribute related meeting materials, including meeting notices, agendas, and meeting notes, and other communications as needed to internal and mobilizer staff and to external partners for external calls.

Provide reports at Forum weekly staff meetings.

Keep a current and upcoming calendar of BBB events.

Draft content for website posts and e-blasts.

Conduct pertinent constituency-focused research.

Develop and update written and promotional materials, including BBB activity documents.

Manage and maintain all relevant database and websites using Salesforce and WordPress, maintain accurate and current distribution lists as needed through Outlook.

Recruit and supervise Field & Constituencies interns.

Provide logistical and administrative support to Vice President of Field & Constituencies.

Perform other responsibilities and tasks related to the management of the Field & Constituencies team as they arise.

**Education:** Undergraduate degree required.

**Required Experience and Qualifications:**

- Have a minimum of three years relevant professional experience in a related field, such as issue or political campaigns, advocacy/grassroots organizations, or governmental affairs or a bachelor’s degree.
- Be able to thrive in an intense, fast-paced work environment.
- Have excellent people skills, strong written and oral communication skills and sound political instincts.
- Be self-starters capable of working independently, meeting tight deadlines, balancing multiple projects at once, and proactively identifying opportunities to advance the Forum’s goals.
- Have a demonstrated ability to organize, prioritize, and complete work independently while remaining flexible and responsive to changing and/or competing priorities and deadlines.
- Possess exceptional judgment and discretion.
• Demonstrate strong computer skills, including advanced knowledge of Microsoft Outlook, Word, Excel, and PowerPoint, and the interest and ability to learn new software.
• Experience using Salesforce a plus.
• Experience using Wordpress a plus.
• Understand and commit to the mission and goals of the National Immigration Forum.

**Salary:** Commensurate with experience. 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 May 1, 2020; 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 “Field & Constituencies Associate” in the subject line.

Applications submitted without the required information will not be considered.