



## **Field and 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:** Field and Constituencies Associate

**Reports to:** Director of Field and Constituencies

This position will coordinate the Field and Constituencies team's activities and assist the Director of Field & Constituencies with facilitating the Bibles, Badges and Business (BBB) campaign and other related constituency projects. The successful candidate must have strong organizational and writing skills and sound political judgment.

### **Responsibilities:**

- 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.
- 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.
- 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.
- Participate in Forum calls and strategy discussions as necessary.

- Provide reports at Forum weekly staff meetings.
- Keep a current and upcoming calendar of BBB events.
- Assist with the on-the-ground implementation of key field activities (field campaign activities, collaborative advocacy activities, media, allies, organizing, training).
- Draft content for website posts.
- Conduct pertinent political and constituency-focused research.
- Develop and update written and promotional materials, including BBB activity documents.
- Draft weekly report to key congressional staffers on BBB activities.
- Manage certain data, listservs and websites using Salesforce, Outlook and WordPress
- Recruit and supervise Field & Constituencies interns.
- Draft and send e-blasts to relevant constituency groups as advocacy opportunities arise.
- Provide in-office logistical support to Director of Field & Constituencies
- Perform other responsibilities and tasks related to 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 have capacity to thrive 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.
- Strong preference will be given to candidates with relevant experience with at least one of the Forum's main constituencies: faith (especially with evangelicals), law enforcement and business.
- The position demands a thorough understanding of and commitment to the unique 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, those with immigrant backgrounds, people of color and ethnic minorities are strongly encouraged to apply.

Candidates are encouraged to apply on or before May 31, 2019; 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 and Constituencies Associate**” in the subject line. Applications submitted without the required information will not be considered.