



## **Field & Constituencies Coordinator**

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.

Visit our website at <http://www.immigrationforum.org> for detailed information about the Forum.

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

### **Position Summary:**

The Field & Constituencies Coordinator is responsible for providing critical coordination and support to the Field & Constituencies team, with a particular focus on the law enforcement and veterans constituencies.

### **Primary Responsibilities:**

- Provide programmatic support to the Field & Constituencies team, including coordinating efforts and work products.
- Assist with coordination of the [Law Enforcement Immigration Task Force \(LEITF\)](#), 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 LEITF databases, distribution lists and content
- Lead LEITF website management; create, format and upload new content on a regular basis
- Manage the LEITF's Twitter account; create/re-circulate content on a regular basis

- Draft content for the LEITF Weekly Report and other communications
- Serve as a Point of Contact for Task Force members
- Assign appropriate tasks to the Field intern, supervise progress, have periodic check-ins.
- Coordinate 2-3 LEITF in-person meetings annually, including law enforcement efforts related to the Forum's annual Leading the Way national convening, such as handling logistics (meeting space, catering, equipment, etc.); this includes coordinating all invitations and follow ups, and ensuring appropriate information (agendas, notes, etc.) is distributed prior to and following meetings.
- Assist the Forum's policy and communications teams with LEITF and other field-related legislative efforts and media activities, as needed
- Track and report on all LEITF related metrics, track relevant media, draft reports to support the Forum's development team
- Conduct research to support the work of LEITF including researching potential new members and other projects upon request from LEITF members and Forum staff
- Maintain the work of Veterans for New Americans (VNA), which includes creating a monthly report, managing the VNA database, managing the VNA Facebook account, tracking and reporting on VNA-related metrics, and other related administrative tasks.
- Participate in field team calls and discussions on a regular basis
- Provide reports at weekly Forum staff meetings
- Perform other responsibilities and tasks related to the Field & Constituencies work as needed

**Education:** Undergraduate degree required.

**Required Experience and Qualifications:**

- At least one year of professional experience in a related field, such as issue or political campaigns, advocacy/grassroots organizations, or governmental affairs
- Ability to successfully work independently in an intense, fast-paced environment
- Excellent people skills, strong written and oral communication skills and sound political instincts
- Excellent organizational skills and successful project management with the ability to keep up with multiple projects.
- Excel at meeting tight deadlines, balancing multiple projects at once, and coordinating with team members across the Forum's departments.
- Experience working with law enforcement and/or veterans preferred
- Experience working with immigrants/refugees a plus
- 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
- The position demands a thorough understanding of and commitment 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 January 28, 2020; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to:  
**resume@immigrationforum.org** and include “**Field & Constituencies Coordinator**” in the subject line.

Applications submitted without the required information will not be considered.