



## **Integration Programs 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.

Visit our website at [www.immigrationforum.org](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 has taken this work to the next level by developing English at Work (EAW), our English as a Second Language (ESL) program, which offers onsite English language programs for incumbent foreign-born workers. EAW offers a bridge between workers seeking to increase English proficiency and employers seeking to upskill, retain and promote a diverse workforce.

Visit our website [here](#) for detailed information about New American Workforce and various programs.

**Reports to:** Assistant Vice President of Integration Programs

### **Position Summary:**

The National Immigration Forum Integration Programs Associate plays a critical role in supporting the development and execution of the Forum's English at Work initiative. English at Work partners with businesses to provide industry-contextualized English language training to their limited English proficient employees. The program supports workers to improve their job-related communication skills and increase their access to career advancement opportunities, and companies looking to up-skill, retain and promote a diverse workforce. As a critical member of the Integration Programs Team and working closely with other Forum staff, partners and interns, the Integration Programs Associate will be responsible for the following:

**Primary Responsibilities:**

- Help coordinate implementation of the English at Work training at partner worksites and remotely.
- Support the curriculum development team with the creation and maintenance of instructional materials, digital modules and digital literacy resources.
- Set up and maintain English at Work courses in the Learning Management System (LMS); collaborate with technology partner to troubleshoot issues with the LMS and integrated tech tools, as needed.
- Onboard participants and instructors onto the online learning platform.
- Help lead the helpdesk support services for instructors and participants for synchronous and asynchronous learning using phone, email, text and LMS communication. Coach all users through logging on and navigation of the platform, thus helping them to develop digital skills and confidence in using the technology, and successfully complete the training.
- Ensure data tracking system is accurate and maintained; work with independent evaluator to support data collection and analysis.
- Work across Forum teams to provide support for English at Work outreach, reporting, marketing, fundraising, and communications efforts, as needed.
- Participate in meetings and events to promote English at Work, and share promising practices with practitioners in the field of workforce development, adult education, EdTech and ESOL; draft presentations and reports.
- Help coordinate the planning of events and meetings, including logistics, agendas, and follow up, as needed.
- Additional duties as needed and assigned.

**Education:** Undergraduate degree or equivalent required.

**Required Experience and Qualifications:**

- One to three years of experience with ESL/ELL programs coordination and/or teaching, at an educational institution or non-profit service provider agency.
- Must be committed to the mission and goals of the National Immigration Forum and enjoy working in a fast-paced environment.
- Demonstrated ability to organize, prioritize, and complete work independently; must pay exceptional attention to detail.
- Must be a self-starter with flexibility, good judgment, and the ability to take on a wide range of tasks; responsive to changing and/or competing priorities and deadlines.
- Must be able to engage with outside organizations and partners to assist with the implementation of English at Work.
- Demonstrate excellent written and oral communications skills.
- Oral and written proficiency in Spanish.
- Ability to provide top notch, culturally competent customer support to English at Work participants.
- Strong computer skills, including advanced knowledge of Microsoft Office 365 and Google Suite.
- Familiarity with web conferencing, project management and education technology tools. Willing to learn new tools and keep abreast of new technologies and upgrades relevant to this initiative.

- Comfortable with engaging with learners and collaborating with partners and members of the team remotely.
- Ability to travel occasionally to partner sites, meetings and events.

**Preferred Experience and Qualifications:**

Preference will be given to candidates with one or more of the following:

- Experience working with immigrant populations;
- Experience working with the private sector;
- ESL/ELL curriculum creation knowledge and ability, particularly for blended learning models;
- Knowledge of SharePoint, Moodle.

**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 National Immigration Forum is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment. People of color, ethnic minorities and women are strongly encouraged to apply.

Please send cover letter, resume and salary requirements to:

**resume@immigrationforum.org** and include “**Integration Programs Associate**” in the subject line. Applications submitted without the required information will not be considered. Candidates are encouraged to apply on or before March 5, 2021; however, the position will remain open until filled.