



Integration Programs Manager

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 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 a Corporate Roundtable for the New American Workforce, which engages the nation's leading corporations to support immigrant integration while advocating for policies and programs that strengthen the American worker and economy.

Visit our website at www.newamericanworkforce.org for detailed information about New American Workforce.

Reports to: Director of Integration Programs

Position Summary:

The Integration Programs Manager helps run the New American Workforce citizenship program and provides critical support to the Director of Integration Programs on corporate engagement efforts. The successful candidate must be a highly organized self-starter with the ability to manage multiple projects and partner with remote location employees.

Primary Responsibilities:

- Manage citizenship program, including the online platform that assists employees in their citizenship application process by connecting with businesses, platform hosts and service providers to ensure successful implementation.
- Collaborate with Director of Integration Programs to manage corporate engagement outreach, including membership recruitment, expansion of services, and consultant support.
- Create and/or manage the production of materials needed for program presentations, meetings, and outreach.
- Collaborate with the communications team on program-related social media content and media events.
- Develop and maintain program data tracking and reporting systems.
- Train and offer support to data tracking system users.
- Assist with creating reports for the Forum's board, funders, program partners, etc.
- Assist the Integration Programs team, in collaboration with the Development team, with program fundraising, including corporate contributions and foundation grants.
- Work closely with the team to coordinate and manage special Integration Programs events.
- Oversee seasonal intern recruitment, training, and management.
- When necessary, support onsite operations that include:
 - Maintaining partnerships with companies interested in offering naturalization services on the worksite and;
 - Serving 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.

Education: Undergraduate degree or equivalent required.

Required Experience and Qualifications:

- Three to five years of progressive experience related to office administration and/or program management.
- Demonstrated ability to organize, prioritize, and complete work independently.
- 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 and partner with remote location employees.
- Able to engage with businesses to promote the value of the New American Workforce and immigrant advocacy.
- Good knowledge of office support functions, including database management.

- Strong computer skills, including advanced knowledge of Microsoft Outlook, Word and Excel.

Preferred Experience and Qualifications:

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

- Immigration advocacy, non-profit community service provider, and event management experience.
- Knowledge of SharePoint software.

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 and women, people of color and ethnic minorities are strongly encouraged to apply.

Candidates are encouraged to apply on or before November 17, 2019; however, the position will remain open until filled.

To apply, send cover letter, resume and salary requirement to **resume@immigrationforum.org** and include “**Integration Programs Manager**” in the subject line.

Applications submitted without the required information will not be considered.