



**NATIONAL
IMMIGRATION
FORUM**

Consultant

Corporate Engagement Coordinator – California

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 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.

The Forum seeks to hire a California Corporate Engagement Coordinator to help secure new business partners and to help maintain connections with current companies.

The initial period for this consulting contract is August – December 2022, with option for extension.

Scope of Services:

- Following the corporate outreach strategy, target map, and leadership of Vice President of Corporate Engagement (VP), engage corporations and subsidiaries to participate in Forum programs:
 - Corporate Roundtable
 - Encourage participation on inclusion programs, advocacy efforts, and research agenda
 - Citizenship Services
 - Securing new business partners on a national level to offer citizenship services through portal to workforce
 - English at Work
 - Securing new business partners in CA to offer ESL training to incumbent workers to support Forum and company strategic goals
- Work closely with the VP and team to coordinate corporate outreach and engagement, including a weekly check-in meeting with VP and team
- Partner with the VP and Integration Programs team to brainstorm and create various aspects of the corporate engagement strategy including, the quarterly Corporate Roundtable meeting agendas and key corporate communications and resources to engage corporate America.
- Assist the VP and Integration Programs team on programmatic, advocacy and communications initiatives to educate, assist and amplify the corporate engagement efforts.
- As needed, we may ask assistance with supporting the English at Work employers and program participants.

Preferred Experience and Qualifications:

- Bachelor's degree required
- Must have at least two years of experience in immigration, operations, human resources, or policy
- Must be able to work independently and with limited supervision in a fast-moving environment
- Private sector experience is preferred.
- Ability to organize and manage multiple projects is essential.
- The position demands a commitment to the values and mission of the organization and the ability to communicate an inspired vision or sense of core purpose.
- Preference for applicants who are racial or ethnic minorities and/or have personally lived the immigrant experience or who come from ethnic communities most impacted by immigration policy
- Written and spoken fluency in English is required and Spanish language proficiency is preferred.

Candidates are encouraged to apply on or before July 30, 2022; however, the position will remain open until filled.

Please send cover letter, resume and monthly fee requirements to:
resume@immigrationforum.org and include **“California Coordinator”** in the subject line.