



**NATIONAL
IMMIGRATION
FORUM**

Consultant

Corporate Engagement Coordinator – Houston, Texas

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.

The Forum developed New American Workforce, a groundbreaking model bridging the private sector and community-based organizations, to normalize worksite immigrant inclusion programs and promote workplace citizenship and vocational English learning opportunities.

Since 2013, New American Workforce has engaged hundreds of companies in Houston and across the United States to integrate their foreign-born workforce. Through this work, the Forum has helped employees and their families learn about the citizenship process become citizens, developed a cutting-edge English language-learning program (partially piloted in Houston) and engaged corporate America to support the immigrant workforce.

The Forum seeks to hire an experienced Corporate Engagement Coordinator based in Houston, Texas to help secure new business partners to utilize the Forum's New American Workforce Citizenship Services, English at Work contextualized English learning program, and participate in the Corporate Roundtable.

Visit our website at www.immigrationforum.org for detailed information about the Forum.

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), the Coordinator will engage corporations and subsidiaries in the Greater Houston area to participate in Forum programs:
 - Citizenship Services
 - Securing new business partners based in greater Houston area to offer citizenship services through portal to workforce and/or association members
 - Corporate Roundtable
 - Encourage participation on inclusion programs, advocacy efforts, and research agenda
 - English at Work
 - Securing new business partners in TX 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 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 (contextualized English language learning program) 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 **“Houston Coordinator”** in the subject line.