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 plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, law enforcement, national security and business constituencies in communities across the country. Coming together under the Forum’s leadership, these alliances develop and execute legislative and administrative policy positions and advocacy strategies.

Leveraging our policy, advocacy and communications expertise, the Forum works 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.


**Location:** Hybrid; Washington, D.C. Metropolitan area.

**Reports to:** Assistant Vice President of Field & Constituencies.

**Position Summary:**

The Field & Constituencies Coordinator provides administrative and research support to the Field & Constituencies Team with a primary emphasis on work related to national security and law enforcement.

**Primary Responsibilities:**

- Schedule meetings and manage calendar items, send reminders, agendas, and notes for meetings, and ensure follow-up on actions discussed;
- Assist with coordination and planning for online and in-person meetings and events;
- Collect and submit monthly metrics;
- Update and maintain constituency websites;
- Manage team’s inboxes and update email distribution lists;
- Assist with news gathering, weekly newsletters, research, and writing;
• Assist with digital and social media tasks across constituencies;
• Support advocacy efforts, along with policy and communications engagement, related to immigration reform;
• Support recruitment and expansion efforts across constituencies;
• Collaborate in cross-departmental projects and initiatives;
• Perform other duties and projects as required.

Required Experience and Qualifications:

• A minimum of two years relevant professional experience in a related field, such as issue or political campaigns, advocacy/grassroots organizations, or governmental affairs or a bachelor's degree;
• Attention to detail and strong organizational skills;
• Ability to both manage up and respond positively to constructive feedback;
• Ability to self-start and exercise good judgment;
• Excellent written and oral communication skills;
• Ability to work independently in an intense, fast-paced environment;
• Great people skills and a high degree of professionalism with senior-level leaders;
• Ability to work collaboratively across the organization;
• Strong computer skills, including advanced knowledge of Microsoft Outlook, Word, Excel, and PowerPoint and the interest and ability to learn new software and platforms;
• Willingness to travel infrequently as required by the position;
• An understanding of and commitment to the mission and goals of the National Immigration Forum.

Preferred Experience and Qualifications:

• Personal and/or professional experience with immigration;
• Experience with an advocacy organizations;
• Experience with law enforcement and/or national security;
• Experience making travel arrangements and managing events, including scheduling, planning, on-site management, catering, and logistics.

Salary: Salary starts at $40,000 per annum and is commensurate with experience. The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a retirement plan, and enables and strongly encourages employees' professional development.

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 “Field & Constituencies Coordinator” in the subject line. Applications submitted without the required information will not be considered.