



## **Policy & Advocacy Associate**

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, labor, law enforcement, veterans 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 broad immigration reform, 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.

**Reports to:** Vice President of Policy & Advocacy or Assistant Vice President of Policy & Advocacy

### **Primary Responsibilities:**

The National Immigration Forum Policy & Advocacy Associate plays a critical role in supporting the development and execution of the Forum's policy priorities. As a critical member of the Forum's Policy & Advocacy Team and working closely with other Forum staff, other organizations and partners, the Policy & Advocacy Associate will:

- Help lead aspects of the Forum's immigration reform work focusing on the visa system, particularly on employment and worker visas
- Help lead the Forum's legislative advocacy by developing and maintaining relationships with Congressional offices and setting up and attending meetings on Capitol Hill
- Represent the Forum at meetings with Executive Branch staff
- Help develop the Forum's immigration policy priorities and help develop and implement strategies and events to achieve these policy priorities, including immigration reform, achieving sound border security policies, balanced enforcement of immigration laws, and ensuring new Americans have the opportunities, skills, and status to reach their fullest potential

- Maintain and build the Forum’s relationships with national and local organizations, coalitions, and individuals working towards shared policy goals
- Draft materials, including online content, to advance the policy priorities of the Forum for distribution to different audiences, including the media, the public, government offices, and Congress
- Facilitate coordination, implementation and internal communication of legislative/lobbying work within the Policy & Advocacy team and among other teams
- Work with Forum staff to involve business, faith, law enforcement and immigrant leaders in policy advocacy campaigns at the federal and state level
- With the Forum’s Communications Team, help plan and execute the Forum’s media strategy related to the Forum’s policy priorities and advocacy strategy
- Additional duties as needed and assigned

**Required Education:** Bachelor’s degree or equivalent required.

**Required Experience and Qualifications:**

- Have a minimum of three years experience in immigration or related policy work or an advanced degree or similar professional accreditation.
- Knowledge of the legislative process and familiarity with immigration laws
- Excellent writing and communication skills
- Demonstrated ability to organize, prioritize, and complete work independently
- Conduct directed and independent research
- Must pay careful attention to detail
- Must be a self-starter
- Excellent judgment and discretion
- Must like operating in an intense, fast-paced environment
- Ability to work in a team and in a coalition with people with a wide-range of viewpoints
- Ability to communicate an inspired vision or sense of core purpose
- The position demands a thorough understanding of and commitment to the mission and goals of the National Immigration Forum

**Preferred Experience and Qualifications:**

- Juris Doctorate degree or graduate degree

**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 “**Policy & Advocacy Associate**” in the subject line. Applications submitted without the required information will not be considered. Candidates are encouraged to apply on or before January 29, 2021; however, the position will remain open until filled.