



Immigrant Rights Project Manager Job Description

Title: Immigrant Rights Project Manager
Location: Washington, DC or New York, NY
Job Status: Exempt
Reports to: Policy and Programs Director
Salary: commensurate with experience, plus full benefits package
Work Schedule: Full-Time
Posted: August 2011

Position Summary: NAPAWF, in partnerships with the National Domestic Worker's Alliance and the National Latina Institute for Reproductive Health, is working on exciting new campaigns to bring a gender analysis to immigration reform efforts, particularly around enforcement, and to more closely link the women's rights movements with the immigrant rights movements. This position will play a key role in our DC policy team to lead the development and implementation of this joint policy initiative. As a national leader on federal policy issues affecting API women and girls, this position serves as a lead voice and expert on immigration issues that impact the lives and well-being of API women and girls for NAPAWF.

Specific Responsibilities:

The Immigrant Rights Project Manager will be responsible for coordinating the immigrant rights project for the organization. Specifically, the Manager will have the following duties:

- Lead the planning, development, implementation and evaluation of immigrant rights policy goals and project activities;
- Establish relationships and build support among advocates to develop NAPAWF's immigrant rights policy agenda through meetings and policy convenings;
- Educate legislators and the executive branch on immigration issues that impact the lives of API women and girls through meetings, briefings, and policy statements;
- Lead and work in coalition with numerous civil rights, civil liberties, women's, religious, reproductive rights, racial/ethnic, professional, and immigrant rights groups around the country;
- Educate and build the capacity of NAPAWF chapters to do local/state advocacy work;
- Work with staff to educate and train members and chapters on immigration issues impacting API women;
- Organize policy briefings and give conference presentations;
- Draft press releases, fact sheets and op-ed articles for distribution to members and general public;
- Track federal and relevant state bills;
- Assist in supervising volunteer policy associates, law clerks and interns;
- Assist with chapter/member outreach and recruitment; and
- Assist with other staff duties as needed.

Qualifications:

B.A. required; graduate degree preferred. Applicant should have at least 3 years experience in public policy and/or advocacy campaign organizing; have experience advocating for policy or legislative change (especially in federal context); be highly responsible and organized with a strong work ethic; have experience with public speaking; have excellent writing and oral communication skills; be able to work independently; have the ability to plan and implement project activities; and have knowledge of and/or interest in immigrant rights issues and API women's issues. Applicant should also demonstrate a passion and commitment to building a movement to advance social justice and human rights for API women and girls. Spanish-speaking and/or Asian language speaking ability is a plus. Travel is required for this position.

To Apply: Please submit a cover letter, resume, and brief writing sample to hr@napawf.org with "Immigrant Rights Project Manager" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

NAPAWF, a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.