



## **Job Announcement: Immigrant Rights Project Manager**

**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:** March 2012

**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.

Come join our hard-working and talented team to make change on a national level!

### **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 advocacy goals and project activities;
- Lead and participate in appropriate national coalitions around immigration policy and grassroots organizing in immigration issues;
- Lead and work in coalition with women's, API, and immigrant rights groups around the country;
- Educate legislative, administrative, and community decision makers on immigration policy issues affecting API women and girls;
- Manage, educate and build the capacity of NAPAWF chapters to do local/state immigration advocacy work;
- Conduct and coordinate research that focuses on immigration issues for API women and girls;
- Develop immigration advocacy training materials and training modules;
- Organize national/ international gatherings, policy briefings and give conference presentations;
- Draft press releases, fact sheets and op-ed articles for distribution to members and general public;
- Conduct policy analysis and advocacy on immigration issues that affect API communities, specifically, API women and girls;

- Assist in supervising volunteer policy associates, law clerks and interns;
- Assist with chapter/member outreach and recruitment; and
- Work with other NAPAWF staff, board members, and members in support of NAPAWF's overall mission.

**Qualifications:**

- B.A. required; graduate degree preferred.
- Applicant should have at least 3 years experience in coalition organizing and 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 strong public speaking skills;
- 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.
- Occasional, moderate travel is required for this position.

**To Apply:**

Please submit a cover letter, resume, and brief writing sample (no more than three pages) to [hr@napawf.org](mailto: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, or 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.*