



## Workforce Advance Intern

The Forum seeks a self-starting, **full- or part-time** Intern to assist our Workforce Advance team. The Forum works to promote responsible immigration policies. Leveraging our policy, education and communications expertise, the Forum works for comprehensive immigration reform and also engages in day-to-day problems related to civil rights, border security, deportation, naturalization and integration, and family unity.

The Workforce Advance team works with businesses to assist their eligible immigrant employees with the citizenship process and English language training. Our unique model brings citizenship and industry-contextualized English language training to the workplace and remotely.

Our Citizenship Advance program works with businesses to assist their eligible immigrant employees with the citizenship process through the worksite, so they can become full participants in the workplace, their community and our economy. English Advance partners with businesses to provide industry-contextualized English language training to their limited English proficient employees. The program supports workers to improve their job-related communication skills and increase their access to career advancement opportunities, and companies looking to up-skill, retain and promote a diverse workforce. [Visit our website](#) for more detailed information.

The Workforce Advance Intern will have the opportunity to work on a variety of projects, which may include:

- Collaborating with the Workforce Advance team to maintain their data tracking system
- Assisting the Workforce Advance team with creating, editing and translating marketing materials as needed for presentations, meetings and outreach
- Assisting with program participant onboarding, troubleshooting and in-class assistance.
- Assisting with logistics for citizenship workshops, English language training and special events
- Assisting with creating reports for the Board, funders, program partners, etc.
- Assisting the Workforce Advance team with administrative tasks as assigned
- Building and expanding media collections

Qualifications:

- Strong attention to detail
- Experience working or volunteering with an immigration service provider or immigrant advocacy group and a passion for immigrants' rights
- Excellent written, oral and interpersonal communication skills
- Knowledge of Microsoft Word and Excel
- Bachelor's degree or current enrollment in an undergraduate or graduate program, preferably in public policy, social work, law, international relations or related
- Spanish language understanding is a plus

**To Apply:**

Please send a cover letter and resume to [hcoric@forumtogether.org](mailto:hcoric@forumtogether.org). Please note that this is an unpaid internship. **Applications submitted without a cover letter and resume will not be considered.** Please note that due to the volume of applications we receive, we are able to respond only to those applicants whom we are interested in interviewing. No phone calls.

**About the Organization:**

The Forum works to promote responsible immigration policies — ones that honor our Founding Fathers' commitment to an open society and also address today's economic and national security needs. Leveraging our policy, education and communications expertise, the Forum works for comprehensive immigration reform and also engages in day-to-day problems related to civil rights, border security, deportation, naturalization and integration, and family unity.

Equal opportunity employer.