



## **Field & Constituencies Intern**

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

The Forum is a nonpartisan advocacy organization that builds and strengthens trusted relationships with faith, law enforcement, national security, and business leaders to create a shared vision for immigration in America which values security, compassion, and economic prosperity for all.

Leveraging our policy, communications, and programmatic expertise, the Forum advocates for balanced, responsible, and sustainable immigration laws and workforce development policies so all community members have the opportunities, skills, and status to reach their full potential and help America to thrive.

Visit our website at [www.forumtogether.org](http://www.forumtogether.org) for more information about the Forum.

**Location:** Remote OR Hybrid

**Reports to:** Assistant Vice President of Field and Constituencies

### **Position Summary:**

The Forum seeks a self-starting Field & Constituencies (F&C) Intern to assist our team in driving the Bibles, Badges and Business for Immigration Reform campaign. The F&C Intern works on outreach to students and faith, business, and law enforcement and veteran leaders across the nation to forge a new consensus on immigrants and immigration. The F&C Intern will have the opportunity to work on a variety of projects and tailor the internship to the intern's interests. For more information on this program please visit [www.bbbimmigration.org](http://www.bbbimmigration.org)

### **Responsibilities may include, but are not limited to:**

- Assisting the F&C team with administrative, research and logistical tasks
- Collecting stories or testimonials from constituents via interview
- Drafting blog posts to share constituent stories or testimonials
- Monitoring relevant immigration news clips for various reports
- Collecting and formatting information for various (weekly and monthly) reports

- Assisting in the development and implementation of social media strategy
- Drafting and posting content to various websites using Word Press

**Qualifications:**

- Eager to learn about the work of the Forum
- Strong attention to detail and organizational skills
- Experience working with students, faith, national security, and/or law enforcement leaders preferred
- Ability to take initiative, work quickly and be flexible
- Sense of curiosity and enthusiasm for learning more about immigrants' rights and immigration reform
- Excellent written, oral and interpersonal communications skills
- Working knowledge of Microsoft 365
- Experience with WordPress not required but preferred
- Bachelor's degree or current enrollment in an undergraduate or graduate program

**Salary:** This internship is unpaid.

The 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.

To apply, please send a cover letter and resume to [field@forumtogether.org](mailto:field@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.