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 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 with the Bibles, Badges and Business for Immigration Reform programs. These programs include the Law Enforcement Immigration Task Force (LEITF), Evangelical Immigration Table (EIT), Students of Welcome (SoW), and the Council on National Security and Immigration (CNSI). The F&C Intern will have the opportunity to work on a variety of projects related to the different constituency groups and tailor the internship to their interests. For more information on this program please visit www.bbbimmigration.org.

Responsibilities:

- Assisting the F&C team with administrative, research and logistical tasks
- Drafting blog posts to share constituent stories, testimonials, or relevant news clips
- Collecting and formatting information (news clips/articles) for various (weekly and monthly) reports
- Developing social media content for the SoW Instagram account
- Drafting and posting content to various websites
- Conduct monthly website analytics for multiple constituency groups
- Collecting stories or testimonials from constituents via interview
- Special projects and other duties as needed

Required Experience and Qualifications:

- Strong attention to detail
- Excellent written, oral, and interpersonal communication skills
- Knowledge of Microsoft Word and Excel
- A passion for immigrants' rights and immigration reform

Preferred Experience and Qualifications:

- Graphic design and/or video experience or knowledge is a plus
- Experience with digital communications campaigns and content creation.
- 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. 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 can respond only to those applicants whom we are interested in interviewing.