

PUBLIC FELLOWS PROGRAM

Job Title:	Policy Advisor
Organization:	NYC Mayor's Office of Immigrant Affairs
Location:	New York, NY
Stipend:	\$67,500 with health insurance for the fellow
Start Date:	August 1 or September 1, 2017

ORGANIZATION DESCRIPTION

The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and its work ranges across a broad cross-section of issues citywide, such as workers' rights, health equity, language access, and legal services. The Office works closely with sister cities around the country and the world to promote innovations in immigrant integration and to advocate for policy reforms. Please visit our website at www.nyc.gov/immigrants.

POSITION DESCRIPTION

The Policy Advisor will work in the Mayor's Office of Immigrant Affairs to advise on policy and legislative issues related to immigration and execute on coalition-building, campaign development, and communications strategy for MOIA's immigration advocacy work with sister cities across the country and around the world. MOIA has helped to launch national coalitions such as Cities for Action and Cities for Citizenship, which consist of mayors' offices across the United States that advocate for best practices in immigrant inclusion at the local level and for reforms and policy change at the federal level. In addition, MOIA has increasingly been involved in international discussions with sister cities on the front-lines of including and welcoming new migrants in Europe, Canada, Australia, and elsewhere.

The Policy Advisor will work closely with the Chief of Staff, Coalition Coordinator, and Senior Staff at MOIA, as well as across the administration, to create a trans-local strategy for collaboration and advocacy. In addition, the Policy Advisor will develop a robust policy and communications strategy to amplify the work and messaging of our collaboration with sister cities.

The Policy Advisor will:

- Conduct research and analysis on policy and legislative issues related to immigration and immigrant integration;
- Develop and execute strategies for coalition-building, campaign development, and communications;
- Synthesize information into clearly articulated oral and/or written presentations, short fact sheets and backgrounders, statements, and recommendations;
- Build and manage strategic relationships; and

- Advocate and promote the work of the national coalitions that MOIA participates in, as well as MOIA's work.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Experience or familiarity with advocacy and issue campaigns;
- Willingness to manage, train, and inspire high performing outreach staff;
- Excellent organizational skills, including strategic planning;
- Excellent communication skills, with ability to communicate in a clear and concise manner, both verbally and in writing, and facility with presenting technical concepts and data into succinct, plain language for lay audiences and policymakers;
- Highly professional demeanor;
- Ability to demonstrate fundamentals of effective strategies to establish realistic objectives, maintain momentum, and evaluate progress;
- A track record of effectively handling multiple priorities;
- Proven ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team;
- High level comfort with qualitative data-driven analysis, and skills necessary to present data and trends in a useful manner;
- Knowledge of federal, state, and local immigration policy; and
- Excellent critical thinking and strategic planning skills with the ability to set priorities and hold staff accountable for outcomes.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

This position is *only* available through the Mellon/ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.