



2201 Wisconsin Ave NW, Suite 200 • Washington, DC • 20007 • Tel. (617) 227-9727 •

Policy and Community Advocacy Attorney/Manager

The National Immigration Project is a national membership organization of lawyers, law students, legal workers, advocates, and jailhouse lawyers working to defend and extend the rights of all noncitizens in the United States, regardless of immigration status. We pursue all forms of legal advocacy on behalf of immigrants and provide technical assistance and support to legal practitioners, community-based immigrant organizations, and advocates seeking and working to advance the rights of noncitizens.

The Policy and Community Advocacy Attorney/Manager is a critical member of our staff who will work closely with the Executive Director to help lead our federal and local advocacy work. The Policy and Community Advocacy Attorney/Manager will participate in coalitions and other collaborations on behalf of NIPNLG, will research and develop policy proposals that advance NIPNLG priorities, will develop and sustain relationships with community partners, and will provide technical assistance and support to members on key policy and legislative issues.

Key Responsibilities

- Represent NIPNLG in coalitions and other collaborations to develop and implement advocacy strategies that advance NIPNLG priorities;
- Cultivate and maintain effective relationships with policymakers, community groups, and coalition partners;
- Analyze legislative and policy proposals and produce written materials for policymakers and for community groups;
- Provide technical assistance to community-based organizations engaged in state or local advocacy;
- Conduct trainings and KYR presentations for community-based organizations;
- Work with other staff to produce timely advisories and other legal resources for a range of audiences;
- Other related duties as assigned by the Executive Director.

Requirements

- J.D. or graduate-level degree in a relevant field;
- At least 2-3 years of experience in policy and advocacy work;
- At least 2-3 years of experience in organizing and community outreach work;
- Ability to work collaboratively and as part of a team;

- Ability to work independently, work well under pressure, and adhere to deadlines while balancing multiple projects;
- Excellent writing and legislative/policy analysis skills;
- Knowledge of immigration law, particularly as it relates to the immigration consequences of criminal convictions and other criminal-immigration issues;
- Excellent communication and relationship building skills with an ability to work with a variety of internal and external stakeholders;
- Demonstrated commitment to immigrant rights and social justice issues;
- Spanish speaking preferred.

Salary and Benefits

This is a full-time position, salary commensurate with experience. The position includes comprehensive benefits including fully paid health, dental, disability, life insurance, retirement plan, and four weeks paid vacation. This is a union position.

Location

This position is located in Washington, DC. While we are working remotely during the COVID-19 pandemic, the position will require in-person presence in DC.

To apply, please send a cover letter, resume, short writing sample, and three references in a single PDF to jobs@nipnlg.org.

The National Immigration Project of the National Lawyers Guild is an affirmative action employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons. For more information about the organization's work, see www.nipnlg.org
