

Position Title: Membership & Events Associate

Classification: Full-Time Union Position

Compensation: \$62,100 - \$69,444 (depending on experience), plus generous benefits

Organizational Background:

The National Immigration Project is a national membership organization of attorneys, advocates, and community members driven by the belief that all people should be treated with dignity, live freely, and flourish. For over 50 years, the organization has litigated, educated, advocated, and built bridges across movements so that those who are most harmed by the immigration and criminal systems are uplifted and supported.

Position Overview:

The National Immigration Project is seeking a motivated and detail-oriented Membership & Events Associate to join our team. The Membership & Events Associate will report to the Director of Development and work closely with other team members to enhance member engagement and ensure the success of our events. The ideal candidate will be detail-oriented, technologically savvy, and committed to social justice.

Key Responsibilities:

- **Membership Support:**
 - With the support of our membership team, execute our annual membership drive, including strategies to grow membership and enhance member benefits.
 - Support the membership team in ensuring the recruitment, retention, and engagement of current members.
 - Manage the membership database, ensuring accurate records and timely updates.
 - Respond to member inquiries and provide support as needed, including troubleshooting problems, managing listservs, and managing book orders or mailings as needed.
 - Help develop and distribute materials to members, including newsletters, event invitations, membership renewal notices, and creative marketing materials.
 - Engage with members and potential members through social media, email, and other communication channels.

- **Event Support:**
 - With the development and operations team, provide support for organizational events, including conferences, webinars, fundraising events, and community outreach activities.
 - Provide technical and administrative support for virtual and in-person Continuing Legal Education (CLE) programs and other trainings, including applying for CLE

accreditation, answering registration questions, coordinating group registration, distributing materials to participants, issuing certificates of participation, managing training recordings, and managing feedback processes.

- Coordinate the logistical aspects of virtual or in-person meetings and events, including venue booking, AV/tech coordination, participant registration, travel arrangements, speaker management, catering, and post-event follow-up.
 - Work with the communications team to promote events and ensure strong attendance.
 - Track expenses to ensure cost-effective event planning.
 - Engage with members and potential members through social media, email, and other communication channels.
- **Data and Reporting:**
 - Maintain accurate membership and event records in the database.
 - Maintain accurate records of membership fees and event registrations in the database to ensure proper accounting records.
 - Generate reports on membership trends and event outcomes for internal and external stakeholders.
 - Analyze data to inform strategies for membership growth and event improvement.

Qualifications:

- **Experience:** 2 - 5 years of experience in membership management, event planning, project management, database management, or a related field.
- **Skills:** Excellent organizational, communication, and interpersonal skills. Proficiency in database management and other technology. Strong writing skills.
- **Knowledge:** Familiarity with immigration issues and a commitment to social justice is preferred.
- **Languages:** Proficiency in Spanish highly desirable.
- **Education:** Bachelor's degree in a relevant field is preferred.
- **Attributes:** Detail-oriented, proactive, and able to manage multiple tasks simultaneously. Strong problem-solving skills and the ability to work both independently and as part of a team. Highly organized and self-driven.

Compensation & Location: Salary in the \$62,100 - \$69,444 range, commensurate with relevant years of experience which determines placement on the organization's salary scale. Excellent benefits, including medical, dental, retirement, and generous vacation and leave time. This is a full-time union position. All National Immigration Project union staff are represented by the National Organization of Legal Services Workers (NOLSW), UAW Local 2320, AFL-CIO. This position is fully remote, though occasional travel is required for in-person meetings.

How to Apply: Interested candidates should submit a cover letter, resume, and three references in a single PDF to jobs@nipnl.org. Include "Membership & Events Associate

Application” in the subject of email. Position open until filled, although applicants are encouraged to apply as early as possible. No phone calls please.

National Immigration Project is an Equal Opportunity Employer that actively recruits women, Black, Brown, Indigenous, and other People of Color, persons with disabilities, persons of diverse gender and sexual identities, immigrants, and formerly incarcerated persons.