



# Advocacy Fellow

## [Immigration Hub](#)

Washington - DC (United States)  
Job

Immigration Hub seeks a paid Advocacy Fellow to support administrative policy and advocacy development and to coordinate logistics and participate in administrative advocacy working groups under the direction of the Director of Policy.

### About Us

The Immigration Hub is dedicated to advancing fair and just immigration policies through strategic leadership, communications, legislative and policy advocacy, and collaborative partnerships. The Emerson Collective incubated the Immigration Hub in 2017 to help combat escalating anti-immigrant sentiment and restrictive immigration policies. The Immigration Hub continues to serve as a national convener, advancing a pro-immigrant Congressional agenda and fostering collaborative partnerships. The Hub is comprised of a team of former congressional staff, executive branch officials, and immigration policy advocates with deep roots and experience in advocacy, legislative strategy, and communications.

### About the Fellowship

The Advocacy Fellow will play a key role supporting the Hub's Policy and Legislative Team and provide logistical and substantive support, organization and coordination for administrative advocacy working groups. The Fellow will also be responsible for a variety of tasks supporting the Hub's broader partnerships, political, and communications efforts as needed. The Fellow will report to the Director of Policy. The Hub is committed to developing young leaders in the immigration movement and the Fellow will have significant opportunities for networking and professional development.

In supporting the Hub's policy work, the Advocacy Fellow will:

- Assist in policy research, development and articulation;
- Track the release of Executive Orders, regulations, other administrative policy documents and news items and provide updates;
- Support the development of weekly administrative working group agendas and flow of meetings;
- Provide technical and logistical support for administrative working groups;
- Organize and keep records of meetings and draft follow-up emails;
- Keep records of meeting attendees and organizations;
- Manage the membership lists and troubleshoot technical issues with administrative working group partners; and
- Develop own knowledge and expertise in a chosen policy area;

Additional tasks and projects may include but are not limited to:

- Various political and issue research projects
- Assisting with the Hub's state work
- Supporting the Hub's communications and partnerships team
- Assisting with logistics and administrative functions related to the Hub's work

About you:

- Bachelor's degree or higher
- Passionate about our mission and immigrants' rights
- Excellent communication, writing and organizational skills
- A team player and hard worker with a flexible and adaptive work ethic
- A competent problem solver with confident self-starting skills
- Able to take on and prioritize among a variety of projects at the same time

- Detail-oriented and thrive in a fast-paced environment
- Direct experience of the impact of immigration policies preferred
- Familiarity with Google Suite (Drive, Docs, Sheets) preferred
- Experience in coalition building preferred

Location: This fellowship is based in Washington D.C., but will initially be remote subject to ongoing circumstances related to COVID-19. Term Dates: approximately May 2021 - May 2022 (flexible)

Compensation: The Advocacy Fellow is expected to work 40 hours a week. The fellowship rate is \$35 per hour along with benefits. This is a non-exempt position.

The Immigration Hub is an equal opportunity employer and does not tolerate unlawful discrimination based on age, race, religion, color, national origin, ancestry, citizenship, physical or mental disability (including HIV and AIDS), sex, gender, gender identity, gender expression, marital or domestic partnership status, veteran's status, sexual orientation, pregnancy (as well as childbirth and related medical conditions), medical conditions, genetic information, family and medical care leave status, or any other category or classification protected under federal or applicable state or local law, regulation or ordinance. The Immigration Hub strongly encourages immigrants, BIPOC (Black, Indigenous individuals and people of color), women, people with disabilities, members of the LGBTQIA community, and other underrepresented and historically marginalized groups to apply.

#### How to Apply

Interested applicants should send a resume, cover letter, a writing sample, and two references to [careers@theimmigrationhub.org](mailto:careers@theimmigrationhub.org) with "Advocacy Fellow" in the subject line.