



National Immigration Law Center
JOB ANNOUNCEMENT

**Employment Policy Analyst
(WASHINGTON, DC)**

October 2009

Position and Background

The National Immigration Law Center (NILC) is seeking an employment policy analyst to help advance a national agenda on immigrant workers' rights that will improve the labor, civil, and due process rights of low-wage workers. This position offers a unique opportunity to work on the complex intersection of immigration and employment/labor laws, and implement multiple strategies that help immigrant workers combat discrimination and exploitation.

Over the past 30 years, NILC has earned a national reputation as a leading expert on the complex interplay between immigrants' legal status and their rights under U.S. laws. Our policy advocacy has played a key role in promoting and advancing the rights of low-wage immigrant workers to be free from discrimination and exploitation in the workplace, and we have provided advocates and organizers with the necessary tools to help support immigrant workers in these situations. NILC's litigation has also resulted in significant victories, including the litigation against the Department of Homeland Security to stop the agency's proposed rule on Social Security Administration's no-match letters. Our trainings, publications, and technical assistance reach an unusually diverse constituency of labor unions, workers' centers, community-based organizations, interfaith groups, legal aid and labor/employment attorneys, government officials, and pro bono attorneys representing low-income immigrants. NILC's headquarters is in Los Angeles, and a branch office is in Washington, D.C.

Responsibilities

- Work closely with the Policy Director and staff attorneys to develop and implement NILC's immigrant worker policy agenda.
- Engage in administrative and legislative advocacy to protect the rights of low-wage immigrant workers.
- Analyze Congressional and administrative proposals related to NILC's policy priorities.
- Draft talking points for Congressional staff and allies and action alerts for NILC's network.
- Conduct presentations to a wide range of audiences, including before government agencies and policymakers.
- Work closely with the NILC's labor/employment staff to engage state and local organizations to participate in federal advocacy.

Education/Training

Juris doctorate or master's degree, or 3 years of relevant experience.

Qualifications

- Knowledge of the issues affecting low-wage immigrant workers;
- Demonstrated experience in federal advocacy required with preference for legislative and administrative advocacy or other relevant experience in Washington, D.C.
- Strong planning and organizational skills with demonstrated ability to take initiative and create an agenda for the work;

- Experience working with diverse constituencies (immigrant advocates, labor unions, attorneys, grassroots organizers, etc);
- Excellent research and analytical skills;
- Demonstrated ability to communicate clearly and effectively in writing and verbally; demonstrated ability to work with a team; and
- Contact with Congressional and administrative staff strongly preferred.

Salary and Benefits

Salary scale \$54,422.49 - \$75,040.06, DOE. Benefits include health, dental, and vision; 403(b) retirement plan after two years.

To Apply

This position is open until filled. Please send a cover letter, resume, writing sample, and five professional references to the National Immigration Law Center, **Ref# EAP09-01**, by email to jobs@nilc.org, or fax to (213) 639-3911. Position is open immediately. Please do not send duplicate materials. Incomplete applications will not be considered. **No phone calls, please.**

NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. NILC does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, political orientation, gender, sexual orientation, age, or disability.