



## **Legal and Outreach Fellow**

JUNE 2017

*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, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class.*

### **POSITION AND BACKGROUND**

The Council on American Islamic Relations - San Francisco Bay Area (CAIR-SF Bay Area) and the National Immigration Law Center (NILC) are seeking a Legal and Outreach Fellow. This is a shared, one-year position between the two organizations. The Legal and Outreach Fellow will have primary responsibility for coordinating among litigators, communicators, and grassroots organizations to implement a strategy for ensuring community voices are uplifted as part of the organizing strategy around the refugee and Muslim ban legal cases that will potentially be under consideration by the U.S. Supreme Court. The position will also be responsible for engaging Arab, Middle Eastern, Muslim, and South Asian (AMEMSA) organizations in the campaign, as well as providing support to diverse communications and advocacy strategies that support these communities. This position will be based in Santa Clara County or Los Angeles, with consideration of remote location for the exceptional candidate.

As part of their primary responsibilities, the Legal and Outreach Fellow is responsible for coordinating and engaging AMEMSA groups, relevant legal and advocacy organizations, and stakeholders, including refugee-serving organizations, faith-based groups, immigrants' rights organizations, and other allies. These activities include: engaging partners in developing short- and long-term campaign plans; organizing phone calls and convenings; supporting planning of strategic opportunities, including spokesperson trainings, media events, advocacy briefings, and other related activities; working with litigators, communicators, advocates, and grassroots organizations to share information and build a strong coalition; and managing administrative duties as assigned.

### **RESPONSIBILITIES**

- Builds strategic relationships with partners.
- Develops a short- and long-term campaign plan with stakeholders.
- Coordinates phone calls, trainings, briefings, meetings, and other activities.
- Assesses campaign needs and implements accordingly.
- Engages diverse stakeholders in planning and implementation.
- Builds and manages coalition relationships.
- Engages appropriate partners in advocacy, communications, organizing, and other activities.
- Manages logistics of campaign-related events.
- Develops ongoing channels for planning, sharing information, and coordination.

- Documents and evaluates ongoing campaign strategies.
- Performs other duties as necessary.

## EDUCATION & QUALIFICATIONS

- Undergraduate degree preferred or equivalent years' experience.
- At least one to two years' experience in managing or playing a significant leadership role in an advocacy or legal campaign.
- Experience in nonprofit environment (preferred).
- Bilingual capacity in Arabic, Farsi, or Urdu (preferred).
- Ability to work with diverse groups/coalitions and navigate a broad array of interests in person and remotely with partners across the country.
- Experience working with AMEMSA communities and/or passion for issues impacting AMEMSA communities.
- Superior organizational and time-management skills.
- Ability to follow through on tasks and juggle multiple priorities.
- Willingness to travel and work the hours needed to meet tight deadlines.
- Demonstrated ability to devise and implement projects successfully from start to finish.
- Demonstrated strong analytical skills and problem-solving experience.
- Excellent written and verbal communication.
- Intermediate computer knowledge and experience, including proficiency with Microsoft Office Suite (MS Word, Excel, PowerPoint, and Outlook) and Adobe Acrobat.
- Experience with social media strategies.
- Ability to recognize sensitive material and maintain high degree of confidentiality.
- Collaborative team player.

## SALARY AND BENEFITS

Competitive salary DOE. Benefits include health, dental, and vision; disability and life insurance; flexible spending account; 403(b) employer retirement plan options.

## TO APPLY

Please send a detailed cover letter explaining why you are the best candidate for this position, resume, and a 3- to 5-page writing sample to [outreachfellow@nilc.org](mailto:outreachfellow@nilc.org), and use **LOF0617** as your subject line. Applications will be accepted on a rolling basis, with priority given to those received by July 14.

*Late and incomplete applications will not be accepted. You must follow application instructions on this announcement. Position is open immediately. Please do not send duplicate materials. No phone calls, please.*