



The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading a number of initiatives to expand access to justice for immigrant communities, including efforts on citizenship and executive action. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote innovations in immigrant integration.

The Organizing Director will work in the Mayor's Office of Immigrant Affairs to advance MOIA's outreach and community engagement, including the Mayor's signature municipal ID initiative. Further, the candidate will work to further a comprehensive campaign strategy in order to increase awareness of and engagement with MOIA's work. As MOIA's initiatives, including the IDNYC program, expand the Organizing Director will oversee the outreach team's leadership development, manage key community relationships and develop strategies and creative approaches to public education campaigns. The candidate will assist in the development of MOIA and IDNYC outreach reporting. The Organizing Director will also work closely with the IDNYC senior team to advance the program's strategy with respect to benefits and maintain relationships with key partners.

The Organizing Director will have a broad scope of responsibilities including but not limited to:

- Managing and creating outreach campaigns;
- Building and managing community relationships, including the coordination of coalition partners and community engagement meetings;
- Overseeing and managing outreach team staff trainings, development, protocols and reporting;
- Helping to develop and implement IDNYC's campaign strategy, including the creation of public education infrastructure and, in coordination with MOIA's Communications Director, earned, social and community/ethnic media marketing;
- Drafting and editing statements, reports and other communications materials (e.g. brochures, talking points, quarterly reports);
- Staffing and managing important events;
- Working closely with MOIA to oversee newsletters, support website, digital and other campaign content development;
- Managing and developing IDNYC benefits' partner relationships and implementing the program's strategic agenda for benefit expansion; and
- Assisting with special projects, as needed.

Essential Skills / Qualifications:

The preferred candidate will have at least 5 years of experience in advocacy and issue campaigns, and at least 2 years in a supervisory role. They must have excellent analytical, writing and interpersonal skills, along with strong communication and organizational skills, and



a track record of effectively handling multiple priorities. They should have proven ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team. Communications and advocacy experience is expected preferably in a not-for-profit and government context. Having general knowledge of City government is an asset.

The Organizing Director will report to MOIA's Assistant Commissioner.

Skills required include:

- Bachelor's degree;
- Ability to work with all levels of staff, inside and outside the agency;
- Ability to work independently and exercise high degree of initiative to accomplish tasks and solve problems;
- Ability to prioritize and follow up while meeting deadlines;
- Excellent written and oral communication skills and interpersonal skills; and
- Experience with organizing and campaign management;
- Experience with supervision of staff and leadership development;
- Bilingual or multilingual preferred.

Salary commensurate with experience. The City of New York is an Equal Opportunity Employer. To apply, Go to <https://a127-jobs.nyc.gov> and search for job ID 232108.