



Mayor's Office of Immigrant Affairs

POSITION: Intergovernmental Affairs Director
LOCATION: New York, NY
JOB ID NUMBER: 228764

AGENCY PROFILE: 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. 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 immigration reform. The Intergovernmental Affairs Director will join a robust team in a fast-paced work environment with significant opportunity for initiative and innovation.

RESPONSIBILITIES: MOIA is seeking a self-motivated and experienced professional to build and maintain relationships with key intergovernmental stakeholders on behalf of the office. The Intergovernmental Affairs Director is responsible for developing and helping to execute a proactive and sustained intergovernmental strategy at the city, state and federal level related to immigration policies and the work of the office. As a member of MOIA's senior team, the Intergovernmental Affairs Director's duties include, but are not limited to:

- Building and managing strong relationships with local elected officials specifically, and establish relationships at all levels of government generally;
- Serving as MOIA's liaison to local, state and federal governmental partners and other key external stakeholders, including facilitating communications and partnerships between MOIA and these offices;
- With the General Counsel and Policy Director, tracking and developing legislative agendas on immigrant affairs;
- Identifying key agency partners to facilitate MOIA's priorities and working with the senior team to develop those relationships;
- Working closely with colleagues and key staff to ensure effective and clear communication with intergovernmental partners, including representing MOIA at key meetings, events and activities with partners;
- Conducting a wide range of strategic research and providing insight on intergovernmental landscape to staff, as needed;
- Supervision of junior staff and interns, as needed; and
- Drafting critical communications, proposals, policy statements, talking points, and strategy documents.



QUALIFICATIONS

- Bachelor's degree from an accredited institution and at least five years of relevant experience;
- Excellent written and oral communications skills;
- Ability to capture and amplify a distinctive voice;
- Ability to communicate effectively and target and adapt messages to specific audiences;
- Strong interpersonal skills and ability to interact with stakeholders at all levels;
- Strong analytical skills and attention to detail;
- Highly organized and excellent ability to manage multiple priorities;
- Comfortable in a high-pressure work environment;
- Ability to work flexible hours and occasional weekends;
- Ability to research complex issues and synthesize information into internal and external communications quickly and effectively; and
- Experience in government or government affairs preferred.

SALARY: \$90,000-\$104,500 DOE

TO APPLY: Go to <https://a127-jobs.nyc.gov>

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New York City Residency Is Required Within 90 Days Of Appointment**