



**POSITION:** Executive Director of Immigrant Inclusion

**LOCATION:** New York, NY

**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 Executive Director of Immigrant Inclusion 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 lead our efforts to develop a coherent strategy to promote immigrant inclusion for the populations served by key city agencies, promote language access across city government, and advance opportunities to learn and practice English for more immigrant New Yorkers. As a member of MOIA's senior team, the Executive Director's responsibilities include, but are not limited to:

- Developing a strategy and partnerships to promote immigrant inclusion across city agencies and building MOIA's capacity to support agencies in reaching their inclusion goals;
- Providing guidance to NYC agencies on the implementation of language access laws and policies, including regular cross-agency trainings as well as individualized technical assistance;
- Creating and enforcing mechanisms for accountability for city agency performance with respect to language access goals, including 311 complaint processing and annual reporting;
- Exploring and advancing innovations in language access practices and strategies to ensure that New York City remains best in class in service delivery;
- Overseeing and managing the We Are New York (WANY) English-language learning program, including program growth, support on fundraising, and partner relationships;
- Supporting citywide growth and improvement in adult education and English language learning for immigrant New Yorkers, in collaboration with relevant sister agencies and intergovernmental partners;

- Supervising staff, interns and fellows as needed;
- Assisting in the drafting of critical communications, proposals, policy statements, talking points, and strategy documents, as needed; and
- Representing the agency in public or inter-agency meetings and events when appropriate.

### **QUALIFICATIONS**

- Bachelor's degree from an accredited institution and at least six years of relevant experience;
- Excellent written and oral communication skills;
- 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;
- Enthusiasm to develop new ideas or strategies and problem solve, and ability to execute in collaboration with important stakeholders.

**TO APPLY:** Please submit a one-page cover letter, resume, and three references to [applications@moia.nyc.gov](mailto:applications@moia.nyc.gov). The subject line should read " ED of Immigrant Inclusion [Your Name]."

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New York City Residency is Required Within 90 Days of Appointment**