



Position: Federal Immigration Policy Advisor

About the Office

The Mayor's Office of Immigrant Affairs (MOIA) is hiring a Federal Immigration Advisor to be based in Washington, DC. 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 ActionNYC, a program providing immigration legal services for every immigrant New Yorker, as well as a number of other 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 immigrant inclusion.

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Under the general direction of General Counsel and Policy Director, with great latitude for the exercise of independent judgment, the Federal Immigration Policy Advisor works closely with the City's Federal Legislative Affairs team to track and advocate on federal appropriations and administrative and legislative activity related to immigration. S/he will also collaborate with and provide support to members of the Policy team and Cities for Action (C4A) coalition, which is comprised of mayors and county executives from across the country around issues of immigration.

Responsibilities of the Federal Immigration Policy Advisor include, but are not limited to:

- Represents MOIA in Washington, DC, in a liaison capacity on federal immigration policies and coordination with Federal Legislative Affairs in order to keep City Hall and agency partners apprised of legislation, regulations, and other federal immigration issues of interest to the City;
- Assesses the Federal fiscal and social impact of proposed administrative and legislative policy changes; proposes new policies and programs; recommends changes in existing policies and programs according to research findings and recommendations;
- Plans and coordinates meetings and engagements with key inter-governmental and governmental stakeholders in order to identify federal immigration policy opportunities and barriers, and brainstorms ideas with these key stakeholders in order to assist in the development of MOIA and the City's response/engagement ;
- Strategically communicates the success and strengths of MOIA's initiatives through prepared written and oral materials on MOIA and the City's immigration initiatives. Helps inform colleagues and other city offices/representatives working on the Cities for Action (C4A) coalition's efforts in Washington, DC, in collaboration with other city offices/representatives;
- Provides guidance and direction to high level management staff regarding the interpretation and implementation of policies and procedures to ensure the efficient handling of sensitive and confidential issues. Also, work to identify opportunities of high-level engagement for the Commissioner and other senior level MOIA staff.

Knowledge, Skills, and Abilities

- 4+ years of administrative or managerial experience in a large governmental agency, business firm, civic or community organization operating in the area of social services
- Extensive knowledge of federal immigration policy.
- 2+ years of experience working in a social services capacity servicing immigrant populations and/or communities.
- Strong analytical skills
- Excellent oral and written communication skills
- Highly organized and excellent ability to manage multiple priorities
- Highly detail-oriented and committed to rapid execution
- Exceptional interpersonal skills and ability to interact with stakeholders at all levels
- Highly professional demeanor
- Sound judgment, critical thinking skills, patience, and a growth mindset
- Ability to adapt to changing conditions quickly and effectively
- Ability to work flexible hours and occasional weekends

Additional Information

All selected candidates must have taken and pass the **Administrative Director of Social Service** exam in order to maintain employment with the New York City Human Resources Administration in this position. The education requirement must be met by January 31, 2017. *New York City Residency is not required for this position.*

