



Legislative Advocacy Assistant Job Description

Updated 4/1/2010

Purpose of the Immigrant Law Center of Minnesota: The mission of the Immigrant Law Center of Minnesota is to provide quality immigration legal services, law-related education, and advocacy to help Minnesota's immigrant and refugee communities reach their full potential. ILCM works to support a fair and just immigration process that keeps the American dream alive, embodies the rule of law, and strengthens families and communities across Minnesota. Our goals include remedying legal problems with immigration legal services, preventing legal problems with law-related education to immigrants and refugees, and encouraging immigration policies that are practical and compassionate.

Purpose of the Position: Advocacy Assistants work under the Executive Director and support all aspects of the legislative advocacy process. ILCM pursues direct lobbying, media engagement, and coalition-based advocacy strategies to promote pragmatic and humane pro-immigrant legislation, and defeat punitive immigration legislation, at the Minnesota State and Federal levels.

Primary Duties and Responsibilities:

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| <input checked="" type="checkbox"/> Legislative Issue Research | <input checked="" type="checkbox"/> Preparing Background Reports on Advocacy Targets |
| <input checked="" type="checkbox"/> Representing ILCM at Coalition Meetings | <input checked="" type="checkbox"/> Planning and Organizing Coalition Meetings |
| <input checked="" type="checkbox"/> Attending and Reporting on Legislative Hearings | <input checked="" type="checkbox"/> Drafting Action Alerts and Other Web Communications |
| <input checked="" type="checkbox"/> Preparing Educational Information for Key Legislators | <input checked="" type="checkbox"/> Interviewing Clients for Advocacy-worthy Client Stories |

Impact of the Assignment: Advocacy Assistants make significant impacts on the efficiency and effectiveness of ILCM's advocacy work by helping the Executive Director achieve strategic advocacy goals. Assistants are given immediate opportunities to communicate ILCM's pragmatic, reasoned, and compassionate case for immigration reform to general audiences in writing, as well as to build political pressure by engaging ILCM supporters via the Action Alert Network. Research generated by Advocacy Assistants helps inform and guide advocacy strategy, and administrative support for coalition meetings strengthens collaborations with our partners. Assistants thus make an indirect impact on the fairness of state and national laws that shape the lives of immigrants and refugees and the community at large.

Experience and Qualifications Requirements:

- Previous legislative or issue advocacy experience required
- Strong research, writing, and public speaking skills required
- Familiarity with immigrant and refugee law and policy preferred
- Fluency in Spanish, Hmong, Somali or other second language strongly preferred

Benefits to Volunteer:

- Front-line responsibilities on immigration legislative advocacy work
- Opportunity to increase your own understanding of immigration law and the law-making process
- Opportunity to strengthen research and communication skills applicable to future employment
- College credit or work study arrangements can sometimes be made with your school
- Invitation to ILCM continuing education and enrichment events

Supervisor: Assistants will be supervised by John Keller, Executive Director. Support will be provided by ILCM's Volunteer Coordinator.

Commitment: ILCM seeks Advocacy Assistants on a semester-based schedule and a rolling basis. Volunteers are expected to commit to 15-20 hours per week. ILCM is currently seeking to fill the position for this period:

- Fall (September through December)
- Spring (end of January through May)

- Summer (June-August)
- Rolling (four month minimum commitment)

After the semester period, assistants and ILCM will discuss the possibility of extending term of service depending on needs and interests of both the assistant and the organization. ILCM prioritizes long-term volunteers who gain skills and experience during their time at ILCM, enabling them to more fully contribute.

Work Location:

- ILCM main offices at 450 N. Syndicate St, accessible by Bus lines 16 and 21
- ILCM satellite offices at 179 Robie Street East, St Paul, accessible by Bus lines 68 and 71
- Offsite, with communication by email and telephone

How to apply: Please send resume and cover letter to ILCM Volunteer Coordinator at volunteer@ilcm.org.

I have read this job description, understand the terms of my service, and commit to the responsibilities it describes.

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Volunteer Coordinator Signature: _____ Date: _____