



ASSOCIATE DIRECTOR OF GOVERNMENT RELATIONS

ABOUT US ...

Headquartered in downtown, Washington, DC, the **American Immigration Lawyers Association** (AILA) is a non-profit organization with over 14,500 individual attorney members who practice and teach immigration law. For our members, we provide continuing legal education, information, advocacy, professional services, and expertise.

Founded in 1946, AILA's mission is to promote justice, advocate for fair and reasonable immigration law and policy, advance the quality of immigration and nationality law and practice, and enhance the professional development of its members.

The Government Relations team advocates for immigration-related legislative, regulatory, and policy reforms before Congress and the agencies, consistent with AILA's principles and priorities.

YOUR ROLE ...

A member of AILA's senior staff and the department's leadership team, the Associate Director of Government Relations works with the department director to lead AILA's legislative and administrative advocacy efforts related to the legal immigration system and immigration benefits. Your role has a particular emphasis on employment-based immigration. You are accountable for representing AILA before Congress and with the Administration on such issues, helping to determine departmental goals, and working with AILA staff, partner coalitions, members and committees to advance the association's priorities.

The Associate Director also oversees and directs AILA's individual case liaison assistance program, coordinates the development of substantive legal positions and arguments by analyzing immigration laws, policies, and procedures, and ensures timely and accurate information impacting the substantive practice of immigration law is communicated to the general membership.

This role encompasses, but is not limited to, the following:

- **Congressional/Administrative Advocacy and Coalition Work**
Works with the director, staff, leadership, and committees to shape AILA's policy positions and strategies for advancing key priorities in immigration benefits policy.
- **Legislative and Policy Analysis**
Serves as a legal and policy expert on immigration benefits issues with an emphasis on employment-based immigration.
- **Case Management**
Oversees the individual case liaison assistance program, managing workload allocation, and setting uniform standards and procedures.
- **Information Dissemination and Communications**
Ensures the timely dissemination of information to members. Participates in public policy briefings, roundtable discussions, and public debates to communicate AILA's vision and promote its positions on immigration. Works with the our Communications team to develop messaging on immigration issues.
- **AILA Member and Committee Support**
Works with AILA members to identify and report emerging trends at the national and local level. Reviews and edits the substantive written work product of committees and members. Responds to member questions on agency issues, policy, and legislation.

- **Supervision and Management**

This role may have supervisory responsibilities for staff members who process requests for individual case assistance.

YOUR BACKGROUND ...

J.D. degree required. Bar admittance is strongly preferred. 5+ years demonstrated expertise in immigration law and/or policy with an emphasis on business/employment-based immigration. Prior Hill or agency experience preferred.

Position requires a strong grasp or understanding of strategy and of the legislative/political process; experience working with administrative agencies and coalitions; capacity to build and expand the organization's national advocacy efforts; and demonstrated experience and success in management, supervision, and teambuilding.

Candidates should possess outstanding writing, editing, proofreading and organizational skills; fundamental understanding of public relations and communications, including persuasion, image, and consistency of message; strong interpersonal skills; capacity to build and sustain partnerships, coalitions and alliances; demonstrated proficiency in Microsoft Office (Word/Excel/Outlook); and capacity to handle multiple competing priorities – including ability to work under pressure and meet deadlines.

OUR WORKPLACE ...

AILA was named one of the **50 Best Places to Work** by the *Washingtonian Magazine*. Recognized as one of the *Principal 10 Best for Employee Financial Security*.

We provide an extremely generous total compensation package (salary and benefits), DOE.

Ours is a dynamic, collaborative and rewarding work environment. Our diverse membership is comprised of knowledgeable, compassionate, and dedicated professionals who constantly work to navigate the complex practice of immigration law.

HOW TO APPLY ...

We encourage qualified applicants to submit **cover letter, resume and desired salary** to: **AILA-AD-GovRel, hr@aila.org**. Within your cover letter, please explain your motivation for applying for this opportunity; relevant work experience, and how you can make positive contributions to our work and mission.

NOTE: Cover letter serves as a writing sample! **Cover letter, resume and desired salary are required as part of the application process.**

Principals only. No calls!

The American Immigration Lawyers Association is an equal opportunity employer that operates in compliance with applicable laws and regulations. AILA does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other protected bases under Federal or local laws.