

## **MIRA Vacancy: Policy Advocate**

### **Organization Overview:**

MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and New Hampshire, we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis, and advocacy. MIRA is a dynamic and multiethnic coalition with more than 140 organizational members, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations, and civil and human rights advocates. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.

### **Job Summary:**

The Policy Associate works with MIRA's advocacy team to advance the state legislative, budgetary, and administrative priorities of MIRA Coalition member organizations in Massachusetts. The Policy Associate works closely with MIRA's Political Director, the Director of State Government Affairs, and the organizing team to mobilize political and public support for MIRA's legislative and policy priorities at the state level. The position reports to the Director of State Governmental Affairs.

The best candidate will have experience in Massachusetts-based legislative and/or administrative advocacy, policy experience, experience working with diverse coalitions, strong relationship-building skills, and knowledge of critical issues and policies impacting immigrant communities.

### **Responsibilities:**

- Implement MIRA's state legislative, budgetary, and administrative advocacy, building support among lawmakers and the public to advance rights and opportunities for immigrants and refugees in Massachusetts
- Collaborate with MIRA's advocacy team in campaign strategy development, identifying potential political allies and key influencers in priority legislative districts including elected officials, political organizations, and business leaders
- Represent MIRA in legislative coalitions, meetings with legislators and administrative officials, public hearings, and other fora
- Secure legislative and administrative support for MIRA priorities through meetings, briefings, hearing testimony, email and other communications

- Work with the Director of State Government Affairs (the “Director”) and Lead Organizer to organize public hearings, legislative briefings, and press conferences, securing participation of MIRA members and legislative coalition partners
- With the Director, monitor state legislation and policy to identify and leverage opportunities to advance rights and opportunities for immigrants and refugees, such as access to healthcare, education, housing, legal services, professional licensure, safety, and state services. Identify proposals to restrict rights and opportunities and advocate to defeat them
- Research and draft legislation and policy as needed, soliciting relevant internal and external expertise
- Collaborate with MIRA’s advocacy and communications teams and coalition partners to develop effective public messaging for policy priorities. Draft content for internal and external communications, including digital bulletins, email campaigns and social media, testimony templates, and fact sheets
- Collaborate in planning and executing external events, including especially MIRA’s annual Immigrants’ Day at the State House

**Qualifications:**

- Bachelor’s degree and at least 3 years professional experience in public policy advocacy or equivalent. JD or Master’s degree in a relevant field a plus
- Strong interpersonal and relationship-building skills. Demonstrated ability to establish and maintain relationships with diverse stakeholders having varied goals, knowledge and experience
- Excellent communicator with strong public speaking, presentation, writing, and persuasion skills, with the ability to develop and tailor effective messages to diverse audiences
- Collaborative leadership experience and ability to mediate competing priorities in service to collective vision and goals
- Demonstrated independent judgment and discretion in handling confidential information
- Commitment to inclusivity and accountability to diverse coalition leadership and stakeholders
- Established relationships with Massachusetts lawmakers and/or community leaders a plus
- Familiarity with issues impacting the Commonwealth’s diverse immigrant communities

Candidates with lived experience of immigration are strongly encouraged to apply.

**Level/ Salary Range:**

The job level is Manager, with a salary range for the position of \$64,000-70,000 starting salary, depending on experience.

**To Apply:** To apply, email [hrrecruiting@miracoalition.org](mailto:hrrecruiting@miracoalition.org) with a resume and cover letter with "Policy Advocate" in the subject line of the email.

MIRA is an equal opportunity employer that celebrates diversity and seeks a broad representation of the communities served by its staff.

Job type: Full Time

Location: Boston/ Hybrid in office and remote

Salary range: \$64,000 - \$70,000

Location: Boston, Massachusetts