Title: Advocacy Research Fellow
Reports to: Communications, Outreach, & Advocacy Manager
Location: Spring Institute's main office / remote
Status: Part-time
Hourly Pay: $27.00/hour for 20 hours per week over 10 weeks

Role: The Advocacy Research Fellow will provide research support for advocacy campaigns undertaken by Spring Institute. This grant-funded position is an opportunity for a first- or second-generation immigrant or refugee interested in gaining professional nonprofit and advocacy experience. Priority subjects for research may include adult education policy, language access and justice, issues related to early childhood education and care for dual language learner populations, and immigrant and refugee inclusion in policy making processes.

Organizational Information: Spring Institute for Intercultural Learning was founded in 1979 to provide intensive English-as-a-Second-Language (ESL) training for international students. Its mission is to empower people and organizations to succeed across languages and cultures. It has grown substantially over the past 40+ years to provide a range of services for linguistically and culturally diverse refugees, immigrants, and low-income families. Services include English language classes, adult basic education, high school equivalency preparation, citizenship preparation, health literacy and navigation, early childhood education (ECE) and navigation, youth empowerment programs, professional interpretation and translation services, and career pathway support for individuals who received their education abroad in the fields of healthcare and education. In 2019, Spring Institute launched a full time advocacy team focused on state and federal policy issues that impact immigrants, refugees, and the welcoming community.

Major Duties and Responsibilities:
- Conduct research on policy issues, initiatives, and questions at the direction of the advocacy staff
- Maintain thorough records of information and resources collected in the course of research
- Develop memos summarizing research findings and providing relevant policy recommendations
- Meet regularly with advocacy staff to review findings, report on project progress, and refine research strategies

Education/Experience: Bachelor’s degree in progress in political science, government, sociology, or related field. Applicants with lived immigration experience who are planning careers in advocacy or the nonprofit sector will be prioritized. Experience conducting research and drafting policy memos ideal. Experience working with the immigrant/refugee community ideal.

Skills:
- Strong verbal and written English language communication skills
- Strong research and analytical skills
- Ability to work independently
- Bilingual or multilingual a plus

Work Requirement: Proof of COVID-19 vaccination required.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Application Instructions: Interviews and hiring will take place on a rolling basis. If interested, please submit your resume and cover letter via email to abent@springinstitute.org with “Advocacy Research Fellow application” in the subject line. No phone calls please.