



IMMIGRANT ECONOMIC INTEGRATION FELLOW

The Mayor's Office for Immigrant Advancement (MOIA) has an Immigrant Economic Integration Fellow for the school year (September - June). The ideal candidate is a self-driven and perceptive individual who wants to make a positive impact on Boston's diverse immigrant communities. The fellow works with MOIA's Economic Integration Specialist on various projects to assist with research and development of high impact initiatives. Fellows learn about Boston's immigrant populations and support policies and programming for economic health. This is a great opportunity for anyone who is passionate about equity and wants to learn about COVID-19 economic recovery work.

Responsibilities May Include:

- Research local, national and international strategic initiatives that advance immigrant economic integration
- Support policy and program processes that address all aspects of financial and economic health
- Assist with the coordination of MOIA pilot program meetings
- Monitor policies and news that affect the integration of immigrant populations
- Assist with the development of culturally-relevant programming and educational materials for immigrant entrepreneurs and immigrant-owned businesses
- Support economic recovery processes for those impacted by COVID-19 and the subsequent economic downturn by assisting with background research
- Assist with the coordination of special projects as needed

Skills:

- Strong oral and written communications skills. A writing sample will be required
- Highly organized and self-motivated with demonstrated ability to prioritize multiple projects



- High undergraduate or graduate knowledge of either policy, economics or immigrant integration work
- Experience in research. Past experience with legislative research is a plus
- Ability to synthesize and analyze data and information to tell a compelling stories
- Knowledge of the diverse communities across Boston
- Strong attention to detail
- Computer literacy and proficiency with Google Suite
- Bilingual in English and another language is a plus

The Immigrant Economic Integration fellow will report directly to the Economic Integration Specialist and will work closely with the Immigrant Integration Initiatives Manager. Bilingual/Bicultural individuals are strongly encouraged to apply.

Schedule and Compensation:

- Flexible start/end dates – can accommodate an academic or work schedule
- A minimum commitment of 15 hours per week is required.
- This is an unpaid position (college credit, reference and portfolio growth)

To Apply:

Please email a resume ,cover letter and writing sample to:
Natalia Espinosa Tokuhama, Economic Integration Specialist
natalia.espinosa@boston.gov