

### **MPI Europe Program Assistant/Associate Policy Analyst**

Migration Policy Institute Europe (MPI Europe) is a nonprofit, independent research institute in Brussels that aims to provide a better understanding of migration in Europe and thus promote effective policy-making. MPI Europe provides authoritative research and practical policy design to governmental and nongovernmental stakeholders who seek more effective management of immigration, immigrant integration, and asylum systems as well as successful outcomes for newcomers, families of immigrant background, and receiving communities in Europe.

MPI Europe seeks a highly motivated Program Assistant or Associate Policy Analyst to join its dynamic Brussels team. Primary tasks include managing the Institute's events and meetings, assisting in policy-relevant writing and editing, and producing high-quality research to support the MPI Europe team. The successful candidate will demonstrate exceptional organizational, writing, editing, and analytical skills, as well as a thorough understanding of the European Union and European policy frameworks for immigration and asylum. Salary and job title will be commensurate with qualifications and experience.

### **Duties and Responsibilities:**

#### *Project Coordination*

- Primary responsibility, under supervision, for coordinating public events and private roundtables for MPI Europe and MPI's International Program, including helping to conceptualize projects, develop event agendas, manage correspondence with participants, and coordinate with external contributors and partners.
- Routinely draft official correspondence and develop project materials.
- Prepare and/or edit commissioned papers, including background papers, memoranda, reports, articles, etc., with guidance of senior staff.
- Actively monitor current migration debates and developments.
- Maintain and update MPI Europe contacts and mailing lists, calendar activities, and programmatic documents.

#### *Research*

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- Contribute to drafting and editing explanatory and analytical reports, policy briefs, and other research materials, independently and with supervision.
- Carry out literature reviews, gathering quantitative and qualitative data, to contribute to analytical research products, ensuring timeliness and accuracy in reporting.
- Contribute to and/or co-author MPI Europe articles and publications; possibility to single-and/or lead-author policy briefs or similar publications with appropriate experience and guidance.

### *Other*

- Assist senior staff in fundraising duties, including writing sections of grant proposals and reports, conducting research on prospective funding opportunities.
- Offer support to the MPI Europe team with project management and other tasks where necessary.
- Represent MPI Europe in interactions with members of the European policy community.

### **Qualifications:**

#### *Required*

- Master's degree with 2 years work experience, including relevant internships (Program Assistant) or 3-5 years work experience (Associate Policy Analyst). Candidates holding a bachelor's degree who can demonstrate significant work experience will be considered.
- Excellent English writing and editing skills (finalists will be asked to complete an in-person writing and/or editing exercise).
- Strong organization skills and attention to detail.
- High motivation and initiative; ability to handle multiple assignments, prioritize, and meet deadlines in a fast-paced environment.
- Ability to communicate effectively and work independently as well as a part of a team.
- Proven research and analytical skills.
- Substantial knowledge of EU and European governments and institutions, legislation, and socioeconomic context.
- Academic and/or professional background in migration policy.

#### *Strongly Preferred*

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- Knowledge of immigrant labor market integration trends and policies. Awareness of issues related to the integration of immigrant children and unaccompanied minors.
  - Knowledge of EU and European policy framework and processes regarding migration and asylum.
  - Additional foreign language capability, French strongly preferred.
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- Ability to effectively collect and analyze quantitative and qualitative data through primary and secondary sources.
  - Knowledge and application of data and statistical analysis (with high proficiency in Excel), and related software packages.

### To Apply:

Candidates should send a cover letter, CV, a short writing sample, and two references (MPI will communicate with candidate prior to references being contacted) to [hr@migrationpolicy.org](mailto:hr@migrationpolicy.org) . Please indicate start date availability.

Applications are due by October 16, 2016.

The position is located in Brussels and will begin in October/November 2016. Salary and benefits are competitive and commensurate with qualifications and experience. The successful candidate will be granted a one-year contract, with possible extension. Applicants must be work authorized in Belgium.

*Migration Policy Institute Europe is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, sexual or gender orientation, religion, or physical ability. Minorities are strongly encouraged to apply.*

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**Associate Policy Analyst, National Center on Immigrant Integration Policy**

The Migration Policy Institute (MPI), a nonpartisan, nonprofit think tank dedicated to the study of national and international migration policies, seeks a dynamic and experienced individual to work in the Institute's National Center on Immigrant Integration Policy (NCIIP). The position's primary functions are to produce qualitative and quantitative analysis on elementary and secondary education issues affecting English Learners (ELs) and children from immigrant families, and support a range of program activities designed to assist stakeholders at state and local levels in understanding and addressing policy challenges and opportunities affecting these students in the K-12 policy arena.

### **Qualifications:**

- Master's degree or equivalent graduate degree with relevant coursework
- 3-5 years relevant work experience involving policy analysis, qualitative field research, and/or quantitative research in NGO, law, and/or government sectors
- Demonstrated knowledge of U.S. education policy and practice issues relevant to the success of first- and second-generation immigrant youth and/or English Learners in elementary and secondary schools
- Ability to understand and synthesize complex policy provisions and education-related datasets
- Proven research, organization, and project management skills
- Superior writing and editing abilities
- Ability to work independently, prioritize, and handle multiple assignments and projects
- Demonstrated professionalism, judgment
- Team player and comfort with public speaking

### **Duties and Responsibilities:**

- Provide support to NCIIP research and technical assistance efforts focused on educational success for EL and first- and second-generation immigrant students
- Research and write background papers, memoranda, policy briefs, articles, etc. working in collaboration with other NCIIP staff
- Conduct qualitative and/or quantitative analyses for diverse audiences, including policymakers, government agency managers, community stakeholders, and others
- Plan and execute fieldwork site visits and telephone interviews
- Interact with outside scholars, policymakers, and other stakeholders to coordinate program events and activities
- Ensure timeliness and accuracy in the completion of project activities
- Represent NCIIP externally at conferences and meetings as required; deliver

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presentations for multiple audiences

### To Apply:

Interested candidates should send a cover letter, resume, short writing sample, and salary history to [hr@migrationpolicy.org](mailto:hr@migrationpolicy.org) . Please reference "Associate Policy Analyst - NCIIIP" in the subject line and include a line telling us how you heard about this position.

Hard copies may be sent to:

Human Resources  
Migration Policy Institute  
1400 16th St NW, Suite 300  
Washington, DC 20036

Applications are due by close of business on November 4, 2016. Due to the large number of applicants expected, only those being considered for the position will be contacted. No phone calls, please.

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