



POSITION: Policy Fellow Focused on Immigration, and Criminal Legal System

TEAM: Research and Policy

REPORTS TO: Senior Policy and Research Analyst

JOB CLASSIFICATION: Full-Time/Termed (18-Months)

SALARY: \$4,166.00 (Monthly)

SUPERVISORY ROLE: No

About New Mexico Voices for Children

New Mexico Voices for Children (NM Voices) is a nonprofit, nonpartisan organization dedicated to improving the lives of New Mexico's children, families, and communities in the areas of health, education, and economic security by promoting public policies through credible research and effective advocacy.

Fellowship Overview

NM Voices seeks a Policy Fellow for an 18-month fellowship designed for recent undergraduate or graduate school graduates or individuals with backgrounds in policy-adjacent fields who are interested in expanding their skills in policy research, data analysis and legislative, legal and administrative advocacy.

The Policy Fellow will work closely with policy and advocacy staff to support projects focused on immigrant justice, economic security, and criminal legal system reform in New Mexico. This fellowship is intended for individuals early in their careers who are eager to learn, build practical policy skills, and gain firsthand experience and knowledge about the policymaking process in New Mexico.

Key Areas of Work

The Policy Fellow will support work across several issue areas, including:

- Expand economic, educational, and workforce opportunities for immigrant workers, students, and adult learners in New Mexico through research, data analysis, and advocacy.
- Develop and support programs that improve economic security for New Mexico families regardless of immigration status, including guaranteed income, direct cash assistance, public benefits, and wage- and wealth-building initiatives.
- Advocate for and support local and state policies and public programs that ensure all families—including immigrant communities—have access to healthcare, food assistance, and public benefits amid changing federal policies.
- Collaborate with immigrant coalitions, community partners, and advocacy organizations to protect immigrant communities.
- Advance criminal legal system reforms that address economic impact to families, including fines and fees, that disproportionately burden New Mexico communities.

Primary Responsibilities

Research and Policy Support

- Assist with accessing, collecting, organizing, analyzing and summarizing data related to fines and fees, public benefits, economic security, and immigration
- Conduct research and translate research findings into clear, accessible language for a range of audiences
- Draft reports, policy briefs, fact sheets, blogs, presentations, infographics and other materials that analyze issues in New Mexico while identifying potential solutions
- Assist with basic analysis of how policies impact families and communities in New Mexico

Community and Coalition Engagement

- Represent NM Voices in coalitions, community partners and stakeholder meetings
- Assist with meeting preparation, note-taking, and follow-up
- Conduct policy research and analysis that support advocacy and community priorities and relevant issues
- Support capacity building efforts that increase community members' understanding of the policymaking process in New Mexico

Advocacy and Communications Support

- Assist in developing advocacy materials such as fact sheets, presentations, and social media content
- Support storytelling efforts that pair data with lived experiences while protecting confidentiality
- Assist with outreach for advocacy campaigns, events, and policy briefings

Policymaker Education

- Assist with preparing materials for meetings with legislators and policymakers
- Track and summarize legislation related to immigration, economic security, and criminal legal system reform
- Support presentations and briefings for policymakers and stakeholders

Qualifications

- Recent college graduate, graduate school graduate, **or** experience in a policy-adjacent field (such as community organizing, research, education, public administration, legal support, communications, or nonprofit work)
- Interest in public policy, legislative or administrative research, advocacy, or social justice
- Strong written and verbal communication skills
- Ability to manage multiple tasks, meet deadlines, and work collaboratively
- Willingness to learn research, policy analysis, and advocacy skills

- Experience through coursework, internships, volunteer work, or community involvement is welcomed
- Commitment to equity, inclusion, and community-centered policy
- Familiarity with New Mexico communities or issues is a plus, but not required
- Familiarity with and commitment to criminal, racial and immigrant justice, either through lived, professional or personal experience preferred.

What the Fellowship Offers

- Paid, full-time, entry-level experience in policy research and advocacy
- Mentorship and guidance from experienced policy and advocacy staff
- Exposure to legislative and administrative processes
- Skill development in research, writing, communications, and policy analysis
- The opportunity to contribute to policy work that improves the lives of families and communities across New Mexico

Application Instructions and Timeline

- To apply, please submit the following [HERE](#):
 - Resume
 - Brief cover letter
 - Two professional references with contact information
 - Two writing samples
- **Application timeline:**
 - Applications will be reviewed as they are received; early submission is encouraged.
 - Interviews on a rolling basis starting **January 10, 2026**
 - Application deadline: **January 20, 2026 at 12 noon**
- **Interviews:** Conducted on a rolling basis beginning **January 10, 2026**
 - Fellowship start date is anticipated for mid-to-late **February 2026**.

Application Link: <https://forms.gle/RZVhMGLgF7QHbeGM7>

EMPLOYEE ACCEPTANCE

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities and have been given a copy of this Job Description. Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

	I acknowledge that I have been given access to a print and/or electronic copy of the Employee Manual and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
	I understand that neither the NMVC Board of Directors nor management of NMVC can guarantee my employment, and that NMVC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of NMVC.
	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by NMVC.
	I acknowledge that NMVC also reserves the exclusive right to transfer, assign, or locate the employee to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis and shall be done to meet the business needs of NMVC.
	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with NMVC.

Employee Signature:

Date:

Print Employee Name:

NMVC Representative Signature

Date:

Print NMVC Representative Name and Job Title: