



## COMMUNICATIONS ASSOCIATE

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

Founded in 1982, the Forum plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, labor, immigrant, non-immigrant and business constituencies in communities across the country. Coming together under the Forum's leadership, these alliances develop and execute legislative and administrative policy positions and advocacy strategies.

Leveraging our policy, education and communications expertise, the Forum works for comprehensive immigration reform and also engages in day-to-day problems related to civil rights, border security, deportation, naturalization and integration, and family unity. Visit our website at [www.immigrationforum.org](http://www.immigrationforum.org) for detailed information about the Forum.

Reports to: **Director of Communications**

### **Position Summary:**

The Forum's Communications Associate position is a critical addition to the Forum's fast-paced Communications Team. As a member of the Communications Team and working closely with other Forum staff, the Communications Associate will help coordinate and execute a proactive earned media plan nationally and in target markets; draft and distribute press releases, op-eds, talking points, speeches, and letters to the editor. The primary goals of the Communications Associate are to help increase the Forum's media output, reach and effectiveness in working with reporters, columnists and other opinion leaders.

### **Responsibilities:**

- Draft press releases, statements, op-eds, and talking points
- Help plan, schedule and manage logistics for Forum press conferences, including identifying and enlisting appropriate participants and press
- Pitch media
- Field media requests in a timely manner
- Staff Forum spokespeople during open-press events
- Participate in the daily Communications Team's rapid response meeting to set message for the day

- Post approved material on the Forum website in a timely manner, manage the Forum's online profiles, and assist with other website updates as needed
- Maintain Forum media and e-mail lists and lobbying/outreach folders
- Handle logistics/distribution of press releases and coordinate distribution of Communications and Policy e-mails to group lists
- Help with all rapid response efforts as required

**Education:** Undergraduate degree or equivalent required. Degree in journalism, marketing major or public policy-related major preferred.

**Experience and Qualifications:**

- Three to five years of professional experience in at least one of the following areas: news, public relations, advocacy/grassroots advocacy organization, political campaigns, Congress or the Administration
- Prior political or issue campaign communications experience preferred
- Must like operating in an intense, fast-paced communications operation
- Must possess excellent writing skills, strong oral communication skills, solid organizational skills, and sound political instincts
- Ability to work independently, meet tight deadlines, balance multiple projects at once, and proactively identify opportunities to advance the Forum's message in the news media
- The position demands a thorough understanding of and commitment to the mission and goals of the National Immigration Forum

**Preferred Experience and Qualifications :**

- Prior political or issue campaign communications experience
- Experience with digital strategy and tactics
- Fluency in a language other than English

The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a retirement plan. The Forum is an equal opportunity employer and women, people of color and ethnic minorities are strongly encouraged to apply.

Candidates are encouraged to apply on or before June 1 2016; however, the position will remain open until filled.

Please send cover letter, resume, salary requirements and a writing sample to: [resume@immigrationforum.org](mailto:resume@immigrationforum.org) and include "Communications Associate" in the subject line. Applications submitted without the required information will not be considered.