



COMMUNICATIONS MANAGER

The Communications Manager plays a critical role on the Forum's fast-paced Communications team. Working closely with the team and other Forum staff, the Communications Manager will help coordinate and execute a proactive earned media plan nationally and in target markets; write, edit and disseminate op-eds, talking points, speeches and press releases; and help develop other promotional and social media content. The primary goals of the Communications Manager are to help increase the Forum's media output, reach and effectiveness in working with reporters, bloggers, columnists and other opinion leaders. The ideal candidate will have exceptional writing and organizational skills, excellent judgement, knowledge of and familiarity with media outreach, and will be creative and a strategic thinker.

Visit our website at <http://www.immigrationforum.org> for detailed information about the Forum.

Reports to: Director of Communications

Location: Washington, DC

Primary Responsibilities:

- Draft, edit and place op-eds, blog posts and other communications materials
- Write and edit talking points and messaging
- Develop content for a variety of platforms, channels and audiences
- Pitch stories, secure media coverage
- Field media requests in a timely manner
- Help with all rapid response efforts as required
- Assist in the development of editorial board strategies

Experience and Qualifications:

- Undergraduate degree; journalism, marketing or public policy-related major preferred
- Three to five years of professional experience in at least one of the following areas: news, public relations, advocacy/grassroots advocacy communications, political campaign communications, Congress or the Administration
- Must like operating in an intense, fast-paced and deadline-oriented communications environment
- Must possess excellent writing skills, strong oral communication skills, solid organizational skills and sound political instincts

- Ability to present information concisely and effectively, both verbally and in writing in various formats and for different channels and platforms
- Familiarity with using and creating video preferred
- Strategic thinker, ability to problem-solve and generate ideas
- Ability to connect with people who have diverse perspectives
- Manage multiple projects concurrently, prioritizing work effectively and delivering on deadline
- Ability to maintain flexibility and work both independently or collaboratively, as required

The National Immigration Forum is an equal opportunity employer and women, people of color and ethnic minorities are strongly encouraged to apply.

Applicants are encouraged to apply by March 31, 2017; however, the position will remain open until filled.

To apply, send resume, cover letter, writings samples and salary requirements to resume@immigrationforum.org. Include *Communications Manager* in the subject line.
Applications submitted without the required information requested will not be considered.

No telephone calls please.