



Writer/Editor

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, law enforcement, veterans 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, advocacy and communications expertise, the Forum works for comprehensive immigration sound border security policies, balanced enforcement of immigration laws and ensuring that new Americans have the opportunities, skills, and status to reach their full potential.

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

Reports to: **Director of Communications**

The Writer/Editor plays a critical role on the Forum's fast-paced Communications team. Working closely with the team and other Forum staff, the Writer/Editor's main responsibility will be to create content for a variety of platforms and channels: blog posts, scripts, reports, op-eds, speeches and presentations; and develop promotional and social media content. The primary goals of the Writer/Editor are to increase the Forum's reach with new audiences and to deepen engagement with current audiences and stakeholders by developing and adapting content for these different audiences. The ideal candidate will be versatile and have exceptional writing and editing skills, excellent judgment, knowledge of and familiarity with media and audience engagement, and will be creative and a strategic thinker.

Main Responsibilities:

- Develop content for a variety of platforms, channels and audiences
- Write and edit blog posts, talking points and messaging, scripts, op-eds
- Help with rapid response efforts as required (e.g. draft statements, pitch reporters, field media requests)
- Provide general communications support, as needed

Education: Undergraduate degree or equivalent required.

Required Experience and Qualifications:

- Undergraduate degree; journalism, marketing or public policy-related major preferred
- 10 to 15 years of professional experience in at least one of the following areas: media, 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
- Excellent writing skills, strong oral communication skills, solid organizational skills and sound political instincts
- Thorough knowledge of AP style
- Ability to present information concisely and effectively, both verbally and in writing in various formats and for different channels and platforms
- Strategic thinker, ability to problem-solve and generate ideas
- Ability to connect with people who have diverse perspectives
- Ability to manage multiple projects concurrently, prioritizing work effectively and delivering on deadline
- Ability to maintain flexibility and work both independently and collaboratively, as required

Preferred Experience and Qualifications:

Preference will be given to candidates with one or more of the following qualifications:

- Newsroom or other media experience
- Fluency in a second language

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 and minorities are strongly encouraged to apply.

Candidates are encouraged to apply on or before January 5, 2018; however, the position will remain open until filled.

Please send cover letter, resume, writing samples and salary requirements to resume@immigrationforum.org and include “Writer/Editor” in the subject line.