



## **Communications Assistant**

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 and 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 [www.ImmigrationForum.org](http://www.ImmigrationForum.org) for more information about the Forum.

**Reports to:** Director of Communications

This position is a critical addition to the Forum's fast-paced Communications Team and is ideal for an organized go-getter with strong writing skills and a knack for balancing priorities.

### **Primary Responsibilities:**

- Support the development and daily management of social media strategy
- Assist in audience engagement and growth on Forum's social media platforms
- Monitor Forum media coverage compiling daily news clips
- Assist in the production of the Forum's "Only in America" podcast including transcription, audio editing, and publishing content
- Manage database of media contacts and subscribers
- Draft and edit press statements, advisories, and daily newsletter
- Assist in the creation of explainer videos, infographics, and other multimedia content
- Provide logistical support for press conferences

**Education:** Bachelor's degree or equivalent required.

### **Required Experience and Qualifications:**

- One to three years of professional experience in a communications or non-profit setting; 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 unique mission and goals of the National Immigration Forum.

### **Preferred Experience and Qualifications:**

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

- Experience with Salesforce or other CRMs
- Video editing and graphic design skills
- Familiarity with WordPress
- Management of social media platforms (Facebook, Twitter, Instagram, LinkedIn)

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 October 21, 2019; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to:  
**resume@immigrationforum.org** and include "**Communications Assistant**" in the subject line.

Applications submitted without the required information will not be considered.