



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, 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 <https://immigrationforum.org> for more information about the Forum.

Reports to: Vice President of Strategic Communications

The National Immigration Forum's Communications Associate helps execute and advance the Forum's strategic communications work. The Communications Associate works within the fast-paced Communications team. They are organized and creative and have a knack for balancing priorities.

The ideal candidate will have strong writing and editing skills, excellent judgment, knowledge and familiarity with media and a passion for the Forum's work.

Primary Responsibilities:

- Draft and edit the daily newsletter, including suggesting topics and articles to include.
- Provide critical support to the Forum's messaging and message research and development work, including drafting messaging and distributing it to a variety of audiences to encourage and facilitate the use of unified messages.
- Help execute critical media relations support as directed, including:
 - drafting and editing press releases and advisories;
 - pitching reporters;
 - monitoring media coverage, tracking mentions, and compiling news clips;

- fielding media requests;
 - updating database of media contacts and subscribers; and
 - providing logistical support for press events.
- Draft op-eds and letters to the editor on behalf of Forum leadership and people in our networks.
- Provide additional capacity and support on administrative and substantive work as assigned.

Required Experience and Qualifications:

- A minimum of three years professional experience in a journalism, communications or nonprofit setting or a bachelor's degree, an advanced degree or similar professional accreditation.
- Strong written and oral communication skills.
- Must be detail-oriented with strong organizational skills and respond positively to constructive feedback.
- Exceptional judgment, including news judgment, and sound political instincts.
- Ability to work both independently and collaboratively, meet tight deadlines, balance multiple projects at once, and proactively identify opportunities to advance the Forum's message in the news media and on social 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:

- Political or issue campaign communications experience
- Experience with Salesforce or other CRMs
- Familiarity with WordPress

Salary: Commensurate with experience. The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a retirement plan.

The National Immigration Forum is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment. People of color, ethnic minorities and women are strongly encouraged to apply.

Candidates are encouraged to apply on or before November 27, 2020; however, the position will remain open until filled.

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

Applications submitted without the required information will not be considered.