Digital 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.


Reports to: Vice President of Digital Communications

The National Immigration Forum’s Digital Communications Associate plays a critical role in supporting and executing many of the day-to-day tasks needed to advance the Forum’s communications work. The Digital Communications Associate works with the fast-paced Communications Team and is an organized go-getter with strong writing skills and a knack for balancing priorities. The Associate creates first drafts of work products, communications, and other deliverables and own the process of gathering input and feedback to finalize a draft.

Primary Responsibilities:

- Support the development and daily management of social media strategy
  - Lead and Execute strategies with a focus on expanding audience engagement and growth on Forum’s social media platforms
- Draft original digital content to convey the Forum’s message and priorities in new and creative ways
- Monitor Forum media coverage compiling daily news clips
- Assist in the execution of digital message testing and compiling reports of results
- Tracking the Forum’s media mentions on a regular basis
- Aid in the creation of explainer videos, infographics, and other multimedia content
• Draft and edit e-mails to our list, advocacy actions, press statements, advisories, and daily newsletter as needed
• Provide logistical support for press conferences
• Provide additional capacity and support on administrative and substantive work as assigned

Education: Bachelor’s degree or equivalent required.

Required Experience and Qualifications:

• Have a minimum of three years relevant professional experience or a bachelor’s degree, an advanced degree or similar professional accreditation
• Be able to thrive in an intense, fast-paced work environment
• 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, manage up and respond positively to constructive feedback, and proactively identify opportunities to advance the Forum’s message in the news media
• Be able to work collaboratively within their team and across the organization.
• Possess exceptional judgement and discretion
• Understand and commit to the 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)

Salary: Starting salary range $50,000 - $55,000 per annum and 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.

Please send cover letter and resume and salary requirements to: resume@immigrationforum.org and include “Digital Communications Associate” in the subject line. Applications submitted without the required information will not be considered. Candidates are encouraged to apply on or before March 4, 2022; however, the position will remain open until filled.