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.

Visit our website at www.ImmigrationForum.org for more information about the Forum.

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 owns the process of gathering input and feedback to finalize a draft.

Primary Responsibilities:

- Support the development of the Forum's social media strategies.
- Execute social media strategies with a focus on expanding audience engagement and growth on social media platforms, including Facebook, LinkedIn, Twitter, and TikTok.
- Draft original digital content to convey the Forum's message and priorities in new and creative ways, especially around original video and interactive content.
- Assist in the execution of digital message testing and compile reports based on testing results.
- Track the Forum's social media and website metrics on a regular basis.
- Aid in the creation of explainer videos, infographics, and other multimedia content.

- Draft and edit e-mails, advocacy actions, press statements, advisories, and daily newsletter as needed.
- Provide additional capacity and support on administrative and substantive work as assigned.

Required Experience and Qualifications:

- One to three years relevant professional experience or a bachelor's degree, an advanced degree, or similar professional accreditation.
- Ability to thrive in an intense, fast-paced work environment.
- Excellent writing skills, strong oral communication skills, solid organizational skills, and sound political instincts.
- Capacity 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 digital content.
- Ability to work collaboratively within their team and across the organization.
- Exceptional judgement and discretion.
- Understanding and commitment to the mission and goals of the National Immigration Forum.

Preferred Experience and Qualifications:

- Knowledge of ActiveCampaign, Phone2Action, or other CRMs.
- Skill with video editing and graphic design.
- Familiarity with WordPress.
- Experience managing social media platforms (Facebook, Twitter, LinkedIn, TikTok).

Salary: Salary starts at $50,000 per annum and is commensurate with experience. The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a retirement plan, and enables and strongly encourages employees' professional development.

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, 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.