



Communications Intern

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

The Forum is a nonpartisan advocacy organization that builds and strengthens trusted relationships with faith, law enforcement, national security, and business leaders to create a shared vision for immigration in America which values security, compassion, and economic prosperity for all.

Leveraging our policy, communications, and programmatic expertise, the Forum advocates for balanced, responsible, and sustainable immigration laws and workforce development policies so all community members have the opportunities, skills, and status to reach their full potential and help America to thrive.

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

Location: Remote OR Hybrid

Reports to: Assistant Vice President of Communications

Position Summary:

The Forum seeks a self-starting, full- or part-time intern to assist our Communications team. The Communications Intern works with the team on outreach to national, state, and local media, and assisting with press statements, the daily newsletter, social media, and other products. In addition to responding to breaking news on immigration, our communications projects relate to immigration reforms, naturalization, asylum seekers and refugee populations, and related topics.

Responsibilities:

- Drafting content for email, social media, and web
- Assisting in the development of graphics and/or videos
- Translating materials
- Pitching stories and drafting summaries for The Forum Daily, our immigration newsletter
- Monitoring and compiling media coverage of immigration issues

- Building and expanding media lists and databases
- Drafting press statements and other strategic communications products, potentially including op-eds, message guides, and blog posts
- Special projects and other duties as needed

Required Experience and Qualifications:

- Strong attention to detail
- Excellent written, oral, and interpersonal communication skills
- Knowledge of Microsoft Word and Excel
- A passion for immigrants' rights and immigration reform

Preferred Experience and Qualifications:

- Graphic design and/or video experience or knowledge is a plus
- Experience with digital communications campaigns and content creation.
- Bachelor's degree or current enrollment in an undergraduate or graduate program, preferably in communications, political science, international relations or a related field

Salary: This internship is unpaid.

The 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.

To apply, please send a brief statement of interest, resume, and writing sample to **media@immigrationforum.org**. The writing sample should be no longer than three pages. An article, press release, or similar type of communications writing sample is preferred. Applications submitted without a brief statement of interest, resume and writing sample will not be considered. Please note that due to the volume of applications we receive, we can respond only to those applicants whom we are interested in interviewing.