



Communications Manager

Immigrant Justice Corps

Location: New York, NY

Date Posted: January 26, 2021

Schedule Type: Full Time

IJC is an Equal Opportunity Employer - women, Black, indigenous, and people of color (BIPOC), members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.

Organization Description

Immigrant Justice Corps (IJC) is the country's first fellowship program dedicated to meeting the unprecedented need for high-quality legal assistance for immigrants seeking citizenship, other lawful status, and fighting deportation. IJC brings together the country's most talented law school and college graduates to provide high quality representation to low-income immigrants.

IJC's two-year Fellowship program connects Fellows to the best legal services providers and community-based institutions nationwide. The program fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity. Since its founding in 2014, IJC has effectively assisted more than 75,000+ immigrants and family members with a 93% success rate on completed cases.

Learn more at www.justicecorps.org.

Role Description

The Communications Manager is responsible for growing IJC's public facing reputation and ensuring that the organization grows communications strategies and systems that serve IJC's mission.

The Communications Manager serves as the focal point for all IJC internal and external communications and owns the development and execution of IJC's communication strategy to capitalize on IJC's unique position as the only immigration and social justice fellowship. The Communication Manager reports to the Executive Director and manages a Development & Communication Associate to help execute the communication strategy.

Duties and Responsibilities Include:

- Develop, execute, and maintain a cohesive communications strategy across all the organization's platforms.
- Work with Fellows, staff, alumni, and partners to identify potential areas of messaging and develop content and materials to enhance IJC's presence in all forms of media.
- Participating in organizational and leadership meetings to ensure communication strategy aligns with the organizations programming and goals.
- Identify appropriate sources and outlets, develop relationships and work with media, thought leaders, and other influencers to pitch and place stories.
- Oversee the organization's social media strategy including the creation of a monthly social plan, copywriting, managing content creation, and community engagement.
- Oversee all visual / graphic content creation, or working to source, brief, and manage external creatives.
- Provide support to the Executive Director in their role as lead spokesperson.
- Collaborate closely with the Director of Development to develop messaging and strategy for fundraising campaigns.
- Provide capacity building including basic training and mentoring in developing media skills.
- Ensure monitoring, learning, and reporting is accomplished by close tracking of goals and ensuring milestones are reached.

Skills and Experience

- Bachelor's degree or higher with 5-7 years' experience in non-profit communications with a strong preference for a background in immigration advocacy.
- Proven track record in developing and delivering communications strategies; including branding guidelines, crisis communications, content development.
- Excellent writing, editing, story-telling and analytical skills.
- Skilled at juggling the high-level strategy with the day-to-day execution of a powerful communication strategy. You know how to boil down dense legal copy to its essence without losing its impact.
- Exceptional organizational and time management skills. Self-directed and adept at managing many projects simultaneously.
- A born collaborator. Strong interpersonal skills and entrepreneurial perspective, willingness to work within a dynamic team setting.
- Fluency in Twitter, Facebook, and Instagram with a proven track record of building engagement and growth.
- Familiarity with WordPress and navigating a content management system, knowledge of programming highly desired.
- Graphic design, video or photography skills highly desired.
- A commitment to the Immigrant Justice Corps' mission.
- A high level of cultural competency.

Salary

Commensurate with skills, experience, and duties.

Benefits

Excellent benefits package including dental and vision.

Application Instructions

Email a detailed cover letter explaining why this job would be a great fit for you, a resume and three (3) references to recruitment@justicecorps.org with "Communications Manager" included in the subject line. Those selected for an interview will be required to submit a writing sample.

Applications will be reviewed on a rolling basis until the position is filled.