



## ABOUT IJC

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

IJC's two-year fellowship programs 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 trained 200+ fellows who have effectively assisted over 80,000 immigrants and family members with a 92% success rate on completed cases.

## DIVERSITY AND INCLUSION MISSION STATEMENT

IJC is committed to protecting the human rights of immigrants by increasing the quality and quantity of representation. In fulfilling its mission, IJC is committed to fostering diversity at all levels of the organization. We are dedicated to building a strong professional relationship with each of our staff and Fellows, to understanding their diverse circumstances, and to meeting their needs. In striving always to achieve those goals, IJC embraces justice, equity, diversity and inclusion as core values and is steadfast in our commitment to: (1) ensuring that IJC management and staff members represent a broad range of human difference and experience; (2) providing a work climate that is respectful and that supports success; and (3) promoting the dignity and well-being of all staff and Fellows. IJC's leadership is responsible for ensuring excellence, diversity, and inclusion. Our ability to achieve these goals depends on all of our efforts.

## THE OPPORTUNITY

At a time of programmatic growth, Immigrant Justice Corps seeks a Communications Manager to elevate IJC's brand and visibility in the immigration field. Reporting to the Executive Director, this hire will work across program and development teams to curate stories, engage a variety of audiences, and ensure that IJC communicates with a singular vision and voice. Specifically, the Communications Manager will:

- Develop, execute and maintain a cohesive communications strategy that leverages IJC's unique position as the only immigration and social justice fellowship.
- Manage a detailed and robust editorial calendar that maps out communications activities across multiple channels: social media, opinion pieces, newsletters, donor communications, online fundraising campaigns, etc.
- Serve as the focal point and chief copywriter for all IJC internal and external communications; work with fellows, staff, alumni, and partnership to curate content that enhances IJC's presence in all forms of media.
- Oversee IJC's digital marketing activities including creating a monthly social plan, managing content creation, and enhancing search engine visibility.
- Lead media relations, pursue relevant sources and outlets, and maintain relationships with media, thought leaders, and other influencers to pitch and place stories; leverage board relationships in developing relationships with high-profile outlets.
- Oversee all visual / graphic content creation, working with and managing external consultants as needed.
- Provide support to the Executive Director in their role as lead spokesperson and review executive communications.
- Collaborate closely with the Director of Development to develop messaging and strategy for fundraising campaigns.
- Build, manage, and optimize systems and processes for managing brand assets, templates, mailing lists, and other marketing/communications materials.

- Ensure monitoring, learning, and reporting is accomplished by close tracking of metrics, milestones, and goals.
- Become a knowledgeable ambassador for IJC with an understanding of the funding, legal, policy, and political landscape that impacts immigration. Keep a finger on the pulse of the national immigration landscape.

## WHO YOU ARE

- **You are a passionate advocate committed to IJC’s mission and values.** You bring a strong commitment to social justice and the rights of immigrants. You thrive in an organization that values candor, trust, open communications, kindness, accountability, and a commitment to learning and growth.
- **You are a versatile and well-rounded communications professional.** You bring at least 5-7 years of work experience in nonprofit marketing and/or communications, with experience leading strategies and activities that elevate an organization’s brand and engage a variety of audiences. Fluency in social media with a proven track record of building engagement and growth is required.
- **You are an exceptional writer, storyteller, and communicator.** You are skilled in analyzing, breaking down, and communicating complex ideas in ways that inspire others to action. You demonstrate an understanding of the context surrounding an issue area and create logical arguments that clearly articulate the “why” behind an organization’s mission and impact.
- **You are a thoughtful relationship builder who develops rapport easily and fosters long-term connections.** You have a warm, energetic, and authentic personality that translates to building lasting relationships both internally and externally. You are a deep and attentive listener and can work with a variety of personalities.
- **You bring a collaborative approach to working with internal teams.** You bring positivity and a consultative approach in supporting the marcomm needs of staff. You listen well and seek to understand stakeholders’ unique needs. You leverage technology, templates, and collaboration tools in working across departments and teams.
- **You are a flexible, resourceful, and well-organized project manager.** You are experienced in leading multiple projects and strategically using limited resources to create the biggest impact. You drive innovation, solve problems, and maintain a high degree of flexibility and creativity in a dynamic environment.
- **You are tech-savvy and keep up with marketing tools and trends.** You are proficient in social media channels, media monitoring, Google Analytic, WordPress, MailChimp, Canva and/or similar programs. Graphic design, video, and/or photography skills are a plus.
- **You are a catalyst for racial and social justice work.** You hold an analysis of racial and social inequities and systems of oppression. You have a demonstrated track record of working effectively across lines of difference. You are self-reflective about your own growth and learning, relative privilege, and positional power.

## COMPENSATION AND BENEFITS

Salary range is \$80,000 - \$90,000 adjusted for experience and geographic location. Excellent benefits package including dental and vision.

## HOW TO APPLY

[Apply here](#) with your resume and personalized cover letter that answers the question "What excites you about Immigrant Justice Corps and the Communications Manager opportunity?" Please address cover letter to Jojo Annobil, Executive Director. Applications will be considered on a rolling basis and handled with confidentiality.

## EEO STATEMENT

Immigrant Justice Corp is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation as required by Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and other applicable federal and state statutes and organizational policies.