



UWDN Job Announcement

Temporary Communications Manager

(Location: Flexible within continental U.S. Preferred locations: DC or NY)

As a national immigrant youth-led organization, the United We Dream Network (UWD)'s mission is to achieve equal access to higher education for all people, regardless of immigration status. We aim to address the inequities and obstacles faced by immigrant youth and to develop a sustainable, grassroots movement led by immigrant youth, documented and undocumented, and children of immigrants. We use leadership development, organizing, policy advocacy, alliance building, training, and capacity-building to pursue our mission at the local, state, and national levels.

UWD seeks to build power through local, regional, and national convening and leadership development opportunities; to provide the tools and resources to immigrant youth leaders to organize and grow their movements at every level; to create meaningful alliances with other national immigrant and education rights organizations and ensure there is a voice for immigrant youth at the national level; to strengthen affiliate organizations of UWD; and to support emerging groups and provide capacity where organizing is needed but nonexistent.

This position is a full-time, temporary, direct-hire role that is funded for a 6-month period. If additional funding becomes available and upon the successful completion of the initial temporary period of six (6) months, this position may become a full-time, regular position. Although temporary for the first six-month period, the position includes full benefits as provided by the National Immigration Law Center (NILC), the fiscal sponsor for UWD, pursuant to NILC's personnel policies. The Communications Manager will be an employee of NILC working exclusively for UWD. The organization's policies and benefits packages are subject to change during annual open enrollment at NILC and/or when this position transitions to employment directly by UWD.

REPORTS TO: Managing Director

DEPARTMENT: Communications

FLSA CATEGORY: Exempt (salaried)

POSITION SUMMARY

The ideal candidate is deeply committed to immigrant youth-led organizing; movement-building; positive and innovative organizational culture, team-building; and, social justice values. The Communications Manager is responsible for developing and implementing a communications strategy to increase the visibility of immigrant youth and the overall work of UWD. The Communications Manager will develop and maintain UWD's relationships with national and regional reports; increase immigrant youth and the organization's presence in the national, local, and news media; and, work with UWD's programming and organizing staff to provide effective communication support for campaigns and programs. This position reports to the Managing Director.

CORE RESPONSIBILITIES

- Develop and implement a comprehensive organizational communications strategy that will deepen reach and impact;
- Develop and refine organization's core messages to ensure consistency;

- Develop and maintain relationships with national and local reporters, editorial staff, columnists, television bookers and bloggers;
- Work with organizing and program staff to develop messaging for campaigns and outreach strategies;
- Oversee organizational response to inquires about our work;
- Produce public education and political campaign materials;
- Integrate online and new media strategies into overall communications strategy;
- Execute rapid response for breaking news stories wherever they occur, often in Washington, D.C.;
- Maintain strong relationships with communications staff of allied organizations and UWD affiliates;
- Continuously seek opportunities to include organization and the immigrant youth voice in the media and policy debate;
- Develop and maintain new and traditional media contacts database;
- Organize press conferences, media briefings, and teleconferences related to UWD activities;
- Support affiliates with communication needs such as drafting releases and pitching;
- Serve as executive editor for the organization's website and any external communication;
- Provide communications/media trainings to staff and affiliates as needed;
- Develop and publish organization's bimonthly newsletter for affiliates and other materials;
- Coordinating regular updates to key allies, donors, and other constituencies;
- Compile UWD media history from 2009-present;
- Travel as needed in order to build media relationships and to coordinate press conferences, etc; and,
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree with at least 3 years of related communications experience required.
- Track-record of success working with new and traditional media.
- Experience producing messaging for campaigns and materials.
- Proven ability to implement a rapid response communication strategy.
- Excellent writing, speaking, and interpersonal communication skills.
- Strong media pitching skills.
- Knowledge of immigrant rights and youth issues.
- Detail-oriented with the ability to successfully manage multiple projects.
- Goal-oriented with ability to hold self and others accountable.
- Ability to work in a cooperative way under pressure.
- Ability to work well in teams, encouraging and motivating others.
- Ability to build relationships, lead, supervise staff and/or volunteers.
- Entrepreneurial mindset for a start-up non-profit environment.

PREFERRED

- Experience in immigrant youth/immigrant rights organizing and advocacy.
- Bring strong, established media relationships.
- Ability to train others on communications techniques and protocols.
- Ability to communicate effectively and fluently (written and oral) in Spanish or other languages.

TO APPLY

The deadline to apply for this position is February 29, 2012. Please send a cover letter, resume, writing sample, and three professional references to the United We Dream Network c/o NILC, **Ref#UWDCM0212U** by email to unitedwedream@nilc.org. PDF format preferred. Please do not send duplicate materials. Include the reference number and where you heard about the job opportunity in your cover letter. Incomplete applications will not be considered. **NO PHONE CALLS, PLEASE.**

UWD and NILC are equal opportunity employers; people of color and individuals from diverse backgrounds are encouraged to apply. UWD and NILC do not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, political orientation, gender, sexual orientation, age, or disability.