



## Seeking Applicants for Part-Time Communications Fellow Position

New Mexico Immigrant Law Center seeks a Communications Specialist to join our team as a part-time Communications Fellow. The Communications Fellow will serve as a liaison with Listo Nuevo Mexico, a collaboration of immigrant-serving and immigrant-led organizations, and support collective social media. This position is based in Albuquerque, New Mexico.

### Background

NMILC is a social justice organization whose mission is to advance equity and justice by empowering low-income immigrant communities through collaborative legal services, advocacy, and education. Since its founding in 2010, NMILC has provided direct legal representation to more than 2,000 immigrants and has assisted more than 500 immigrants through its group processing workshops and fairs. NMILC's model focuses on establishing relationships with local, state and national organizations and governmental institutions to expand access to legal services to historically marginalized immigrant communities.

As our organization has expanded, we have an increasing need to develop communication strategies that uplift the stories of the community members we serve and strategically ally with partner organizations on broader campaign strategies. NMILC is looking for a Communications Fellow to increase our social media visibility in the community and support Listo Nuevo Mexico's goals.

This is an ideal position for someone interested in exploring careers related to communications and development in the non-profit sector. We are looking for someone who can work independently as well as collaboratively with partner organizations.

### Job Description

The Communications Fellow will support all communications and social media efforts at NMILC. Tasks will include:

- Design and execute effective internal and external communication strategies including social, print and online in support of Listo Nuevo Mexico and NMILC campaign goals
- Design and develop creative educational and campaign materials and tools in both Spanish and English
- Maintains knowledge of local, state and national political/public policy news
- Develop strategies for media and press releases for the purpose of informing the public of NMILC's mission and programs in a positive, consistent and credible manner

- Develop relationships with the press in order to ensure effective presence in the media
- Monitor media coverage and evaluate outcomes

The fellow will report to the Operations Director at NMILC and will work under the mentorship of the Listo Nuevo Mexico Communications Director.

### **Qualifications**

- Must be completely bilingual (Spanish/English)
- Strong writing skills
- Must be an excellent oral communicator
- Must have excellent people skills
- Extensive knowledge with Microsoft Office and social media platforms
- History of cooperating with teams and co-workers
- Must be committed to responding to the needs of the immigrant community
- Independent worker with good personal judgment, must be confident to run with tasks but also know when to seek feedback
- Commitment to social justice for immigrants and their families and anti-racism and anti-oppression movement building
- Website development experience a plus

### **How To Apply**

NMILC values diversity in our workforce and encourages candidates of diverse backgrounds to apply. Please send your resume, two contacts for professional references, and cover letter detailing interest and qualifications to [jobs@nmilc.org](mailto:jobs@nmilc.org). In the subject line, please write your name and "Communications Fellow." We will review candidates on a rolling basis until September 1, 2017. No phone calls please. For more information about NMILC see our website: [www.nmilc.org](http://www.nmilc.org).