

## Illinois Coalition for Immigrant and Refugee Rights

### Title: Communications Director

Do you have a strong background in communications, consider yourself a self-starter and seek a position in a mission driven organization committed to improving the lives of others? Our **Communication Director** position will offer an opportunity where your efforts will make a difference! This position plays a key role in shaping the work and messaging of the coalition dedicated to promoting the rights of immigrants and refugees to full and equal participation in the civic, cultural, social and political life of our diverse society. We seek a communications professional who possesses strong leadership attributes, is creative, has superior writing ability and has experience in managing either people or projects.

For 30+ years, Illinois Coalition for Immigrant and Refugee Rights' (ICIRR) mission has been to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. In partnership with our member organizations, ICIRR educates and organizes immigrant and refugee communities to assert their rights; promotes citizenship and civic participation; monitors, analyzes, and advocates on immigrant-related issues; and, informs the general public about the contributions of immigrants and refugees. For more information about ICIRR, please visit us at [www.icirr.org](http://www.icirr.org).

The **Communications Director** will be responsible for advancing the overall communications strategy and its implementation. Reporting to the Deputy Director and working closely with the CEO, you will work collaboratively with all departments overseeing the external relations strategy. In this role you will be responsible for a wide range of communication responsibilities that support the goals and mission of our organization.

#### Responsibilities:

- Develop and implement comprehensive strategic media plans for the organization. Work with staff and leaders to form effective messaging around Coalition campaigns.
- Drive a strategy to increase the profile of the organization and build the internal systems to communicate effectively with key stakeholders
- Raise awareness of ICIRR's activities through a variety of print, media and digital formats. Assist with the messaging around electronic media outreach campaigns, special events, appeals and other fundraising activities. Develop public information materials for media including press advisories, press releases, and statements
- In conjunction with the ICIRR team, develop, direct and coordinate bilingual public information materials for the media including press advisories, press releases and statements.
- Strategize and supervise social media content and implementation.
- Supervise design, production and content of campaign materials, print, radio and TV ads
- Collaborate with staff in developing public information materials for the media and Coalition members
- Direct the writing, editing and production of various publications, including annual reports, newsletters, research papers, and transcripts of events and round tables
- Serve as spokesperson for the organization for press briefings and media interviews. Responsible for paid and earned media, coordination of press conferences, press briefings and editorial board meetings
- Pitch stories to national, local, mainstream, and ethnic media outlets. Coordinate media efforts with staff, leaders, board members and coalition partners locally and nationally

- Cultivate relationships with mainstream, ethnic and social media with the objective of expanding coverage of immigration and immigrant issues
- Provide training and support to member organizations with the objective of implementing coordinated, pro-active media strategies
- Coordinate and conduct basic media and spokesperson training for leaders and allies around immigration reform and civil rights messages

**Qualifications:**

- Bachelor's degree
- Minimum of 5 years' experience in public relations, media and/or community outreach.
- Not-for-profit experience a plus
- Bilingual: English/Spanish preferred
- Knowledge of immigration policy and issues a plus
- Knowledge and contacts with national, local, mainstream and ethnic media beneficial

**Required Skills:**

- Excellent verbal, writing, analytical, listening and collaborative skills
- Possess superb communication, interpersonal and relationship-building skills
- Ability to support colleagues and provide/receive constructive feedback
- Skilled in articulating the vision and mission of the organization
- Highly organized, creative and self-motivated with the ability to prioritize and manage multiple projects simultaneously

**ICIRR Offers:** In support of our co-workers, we offer 100% company paid HMO, vacation/personal/sick days with an additional paid week at the end of the calendar year and 403b matching. After four years of service our co-workers are eligible for a (60) day sabbatical.

**Interviews:** Will be conducted virtually and onsite

**Position Location:** Presently, due to COVID, the position will be located remotely. At a future date, the position will be located at our offices in downtown Chicago.

If you share our passion and dedication for promoting the rights of immigrants and refugees to full and equal participation, then we would like to speak with you!

**To Apply:** For consideration, please forward your resume and cover letter by clicking here: <https://icirr.recruitpro.com/jobs/143001-29104.html>

**ICIRR is an Equal Opportunity Employer.**

**Keywords:** Communications, Communications Specialist, Communications Manager, Communications Professional, Communications Strategist, Communications Advisor, Non Profit Communications, Non Profit, Communications Mgr,