



## **JOB POSTING**

### **CAMPAIGN PRESS SECRETARY (TEMPORARY)**

The National Immigration Forum, a leading organization of the Reform Immigration FOR America campaign, a national campaign to pass comprehensive immigration reform, seeks an individual with two to four years experience to work on an aggressive, fast-paced communications operation. Interested applicants should have prior political or issue campaign communications experience and be highly motivated to take ownership of a proactive earned media effort for a competitive campaign.

The National Immigration Forum works to uphold America's tradition as a nation of immigrants. Working with allies and partners in Congress and across the nation, the Forum advocates for the value of immigrants and immigration to the nation, and builds public support for fair and supportive public policies that welcome immigrants and refugees to our country. As the nation's leading immigration advocacy organization, the Forum fights for public policies that reunite families, recognize the importance of immigration to our economy and our communities, protect refugees, encourage newcomers to become new Americans and promote equal protection under the law.

Visit our website at <http://www.immigrationforum.org> and for detailed information about the Forum and <http://reformimmigrationforamerica.org> for information about the Campaign.

**Position Title:** Campaign Press Secretary (Temporary)

**Reports to:** Director of Communications

**Exempt or Non-Exempt:** Exempt

**Summary:**

**Areas of Responsibility Include:**

- Coordinating and executing a proactive earned media plan nationally and in target markets;
- Writing press releases, op-eds, talking points, speeches, and letters to the editor; This job will have a heavy emphasis on materials production
- Pitching media/fielding media inquiries, including on-the-record responses;
- Coordinating with online team on web/email/social media outreach;

- Staffing campaign spokespeople during open-press events;
- Coordinating the monitoring of TV, print and Internet news outlets to compile and maintain a daily record of press clips;

Experience and requirements:

Candidates should possess strong oral and written communication skills, solid organizational skills, and sound political instincts and the ability to work with and tailor messages to meet the needs of reform advocates from across the political spectrum. He or she must also have the ability to work independently, meet tight deadlines, balance multiple projects at once, and proactively identify opportunities to advance the campaign's message in the news media.

Competitive salary offered based upon experience. Position would begin immediately. Please send resume, cover letter, and two writing samples to [resume@immigrationforum.org](mailto:resume@immigrationforum.org) with the subject line "Communications Position." The Forum is an equal opportunity employer and women, people of color and ethnic minorities are strongly encouraged to apply.

Applicants are encouraged to apply by Friday, February 5, 2010; however, the position will remain open until filled.

No phone calls please.