



Job Announcement: Operations and Communications Associate

Background and Position Summary

The Immigrant Defense Project (IDP) is a national nonprofit advocacy organization in New York City that promotes fundamental fairness for immigrants accused or convicted of crimes. IDP seeks to minimize the harsh and disproportionate immigration consequences of contact with the criminal justice system by working to transform unjust deportation laws and policies, and by educating and advising immigrants, their criminal defenders, and other advocates.

IDP is hiring an administrative associate to play a key role in supporting our communications, operations and fund development work. Candidates should have excellent organizational skills with strong attention to detail; the ability to prioritize and capacity to handle multiple tasks; experience with Microsoft Office programs and social media; good communication skills; and the desire to learn new skills. The Operations and Communications Associate will work closely with multiple staff, and under the direct supervision of Co-Executive Director.

Core Responsibilities

Operations (~40%)

- Coordinate overall office management (including office supplies, equipment, cleaning services)
- Process invoices and timesheets
- Provide general administrative support to staffers, including support for our hotline and legal filings as needed
- Coordinate publicity, distribution and sales of publications and materials
- Provide administrative support for trainings and webinars
- Oversee resolution of technological and logistical problems, including coordination with IT consultant
- Serve as contact person for inquiries from fiscal sponsor
- Liaise with building management, phone/internet provider on office-related issues

Development (~30%):

- Manage donor database, including inputting and tracking donations
- Coordinate administrative aspects of individual donor activities, including appeals letters and fundraising events
- Help maintain donor relations and communications

- Help research potential funding sources
- Help draft and assemble funding proposals and reports

Communications Support (~30%)

- Manage website updates
- Coordinate and distribute IDP e-mail newsletter
- Manage maintenance of social media profile (including Twitter and Facebook pages)
- Work with communications team to improve website and other media
- Help maintain media outreach list

Qualifications:

- College degree or equivalent preferred
- Commitment to immigrant rights and social justice issues
- Strong organizational skills with the ability to balance multiple tasks and work proactively
- Strong written and oral communication skills, preferably with some website experience
- Ability to work in a respectful, non-judgmental manner with impacted individuals (including people accused or convicted of serious crimes), and to work collaboratively, respectfully and supportively with attorneys, interns, and government and consular officials
- Strong command of Microsoft Word, PowerPoint, Excel and other standard productivity software; ability (with training and contractor support) to manage donor and hotline databases
- Experience with or willingness to learn use of social media tools such as Twitter and Facebook
- Oral and written fluency in Spanish or other languages is a plus.

Compensation

\$30,000—\$33,000 commensurate with relevant experience. Excellent benefits, including medical, dental, and 401K. This is currently funded as a one-year position, with some possibility for renewal.

To apply:

Submit cover letter, resume, and three references to adminsearch@immigrantdefenseproject.org by July 10, 2014. Position open until filled, though applicants are encouraged to apply as early as possible. No phone calls please.

The Immigrant Defense Project is an Equal Opportunity Employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons. Individuals with a criminal conviction(s) and personal experience with the immigration system are strongly encouraged to apply.