



**Position:** Communications Coordinator

**Type:** Full Time

**Based in:** Birmingham, Alabama

**Deadline:** Open until filled

**About us:** The Alabama Coalition for Immigrant Justice (ACIJ) is a network of individuals and organizations working for the rights and dignity of all people by cultivating just policies, encouraging grassroots leadership and participation, building alliances, and amplifying the voices and contributions of immigrants in Alabama.

**Position Overview:** The Communications Coordinator will play a dual role in managing internal and external communications while driving digital organizing efforts. This position is vital for enhancing the organization's visibility, engaging the community, advancing pro-immigrant narratives, and promoting advocacy initiatives.

**Key Responsibilities:**

**1. Communications Strategy Development:**

- Develop and implement comprehensive communication strategies to support organizational goals and advance pro-immigrant narratives.
- Ensure consistent bilingual messaging across all platforms, including print, digital, and social media.

**2. Content Creation:**

- Create engaging written and visual bilingual content for newsletters, social media, press releases, and website updates.
- Craft compelling narratives that resonate with target audiences and promote organizational initiatives.

**3. Fundraising:**

- Support with communications components of ACIJ fundraising campaigns.
- Utilize social media, email, and other digital platforms to develop new donors and deepen relationships with existing donors.

**4. Community Engagement:**

- Build and maintain relationships with community members and media outlets through effective communication strategies.
- Ensure consistent communication with ACIJ's base of members and leaders through Whatsapp and other platforms.
- Respond to inquiries and foster discussions on social media and other digital platforms.

**5. Training and Collaboration:**

- Provide training and resources for staff and volunteers on public speaking, communication best practices, and digital organizing tools.
- Support team members in leveraging digital strategies to enhance their organizing efforts.
- Collaborate with external partners and organizations to enhance outreach and impact.



## Qualifications:

- Strong commitment to ACIJ's goal of building a powerful justice movement for immigrants in Alabama
- Excellent writing, editing, and verbal communication skills in English & Spanish.
- 3+ years of experience in communications, digital organizing, or related roles.
- Strong understanding of digital tools and platforms, including social media, email marketing, and analytics software.
- Proven ability to engage diverse audiences and mobilize community participation.
- Experience in content creation and strategic communications.
- Creative, proactive, and adaptable in a fast-paced environment.
- Willingness to travel across the region and statewide for events
- Full-time access to reliable transportation with a minimum of liability insurance coverage
- Willingness to work evenings and weekends as needed (with ability to adjust weekly schedule to accommodate for non-traditional work hours)

**Compensation:** Starting salary \$50-54,000, based on experience. Benefits include paid vacation and sick leave, health, dental & vision insurance, monthly phone stipend, sabbatical, and training opportunities.

Applications will be accepted on a rolling basis until the position is filled. **Please send a resume and cover letter explaining your interest to [info@acij.net](mailto:info@acij.net) with "Communications Coordinator" in the subject line.**

ACIJ does not discriminate on the basis of race, ethnicity, national origin, religion, gender, sexual orientation, disability, age, marital status, or status with regard to public assistance.