

Green Card Voices, greencardvoices.org

Position: Communications Associate

Organization Description

Green Card Voices is a Minneapolis based, nationally growing non profit that connects immigrants and their communities through multimedia storytelling. We record the first person narratives of immigrants, and publish them in books, videos online and in traveling exhibits. Our programming is designed to empower educational institutions, community groups, and individuals alike to acquire first person perspectives about immigrants' lives, to foster empathy and build appreciation for the immigrant experience in America. So far we have recorded the stories of immigrants who are originally from over 120 countries and who now reside in Minnesota, New York, New Jersey, California, North Dakota, Georgia and Wisconsin.

Learn more and watch our videos at www.greencardvoices.org

Green Card Voices is an equal opportunity employer, and will consider any applicant regardless of their race/ethnicity/sexual orientation or gender expression. However, we wish to hire employees to our team who have a connection to our work. Our ideal candidate will have a passion for storytelling, a background in immigration related work and/or advocacy for underserved communities.

We are looking for a creative, high-energy, and positive individual to assist the organization's fast-growing communication and marketing needs.

Main responsibilities:

- Work directly with the co-leadership team to support overall organization needs.
- Create and send special and monthly newsletters
- Design and present new social media campaign ideas.
- Monitor all social media platforms for trending news, ideas, and feedback.
- Prepare detailed promotional presentations.
- Research and evaluate competitor marketing and digital content.
- Create mock-ups, email campaigns, and social media content

Qualifications:

- Completed University degree in a related field
- Minimum 1-2 years of experience
- Excellent graphic design skills and video editing skills, and strong work ethic
- Detail oriented and creative
- Excellent organizational skills, ability to communicate effectively with program staff, and ability to work in a team as well as independently.

Qualifications:

Part-time (approx. 25 h/week, but not more than 30)

\$25,000/year salary, Other benefits: PTO, \$150 health care stipend/month, 3% retirement fund match, complimentary parking included.

Interested parties are encouraged to apply by sending a resume and cover letter to aaliyah@greencardvoices.org.