

JOB DESCRIPTION: Communications Associate

About Green Card Voices

Founded in 2013, Green Card Voices (GCV) uplifts immigrant and refugee voices through first-person storytelling. Through bilingual books, youth anthologies, video narratives, traveling exhibits, Story Stitch programs, and educator partnerships, GCV advances belonging, equity, and connection nationwide.

Position Overview

Green Card Voices is seeking a **Communications Associate** to support the organization's communications, marketing, and audience engagement efforts. This role will help share immigrant and refugee stories through digital platforms, publications, and community outreach while strengthening the visibility of Green Card Voices' programs and initiatives.

The Communications Associate will assist with social media, newsletters, website updates, and promotional materials to help expand the reach and impact of GCV's storytelling work.

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.

Salary: \$25,000/year at 20 hrs/week, PTO, \$300 monthly health stipend and \$50 monthly wellness stipend

Position Type: Part-time, 20 hours per week, This is a hybrid position based in the Twin Cities metro area. The Communications Associate will work both remotely and from our Minneapolis office (Green Card Voices, 2611 1st Ave S, Minneapolis, MN 55408).

- Expected in-office presence: 1–2 days per week
- Evening and weekend hours may occasionally be required for community events, book launches, and exhibit openings (advance notice provided).
- Travel: Must be able to travel independently throughout the Twin Cities and occasionally to Greater Minnesota to capture photos, video, and stories from programs and events.
- Applicants must have a valid driver's license, reliable personal vehicle, and proof of insurance.
- Applicants must be authorized to work in the U.S.

Strong performance and organizational growth may create opportunities for expanded responsibilities over time.

Main responsibilities include:

- **Digital Communications**
 - Support the management of Green Card Voices' social media platforms
 - Assist with drafting and scheduling social media posts highlighting programs, events, and stories
 - Track engagement and support efforts to grow online audiences

- **Website & Newsletter Support**
 - Assist with website updates and content maintenance
 - Support the development and distribution of newsletters and email communications
 - Help maintain clear and consistent messaging across communication platforms
- **Marketing & Promotion**
 - Support promotion of programs, exhibits, books, and community events
 - Coordinate communications materials and announcements for events and initiatives
 - Work with staff and partners to share stories and highlight program impact
- **Content Coordination**
 - Assist with gathering stories, photos, and media from programs and events
 - Support storytelling and content development that amplifies immigrant and refugee voices
 - Help maintain organized communication assets and files

Qualifications

- 1 to 3 years, or equivalent through internships and volunteer work in communications, marketing, nonprofit outreach, or related fields
- Strong writing and editing skills
- Experience managing or contributing to social media accounts
- Familiarity with tools such as Google Workspace, Canva, or similar platforms
- Strong organizational and time management skills
- Interest in storytelling, community engagement, and cultural dialogue
- Portfolio or work samples demonstrating writing, social media, or design work

Our Ideal Candidate will be...

a strong writer with good instincts about voice and tone. They can move between platforms without losing the thread of who Green Card Voices is, and they understand that our content comes from real people trusting us with their stories. They are organized enough to keep a content calendar moving, curious enough to notice a good story when it walks past, and thoughtful about how immigrant and refugee experiences get represented publicly. They work well independently and thrive in a collaborative, mission-driven team.

How to Apply

- Complete application via: <https://forms.gle/UeXG97x4PrPJkbzG7> by August 14th, 2026
- Include your resume, a brief cover letter (why GCV, and what draws you to communications work centered on immigrant and refugee storytelling), and two to three work samples. Samples may be social media posts, newsletters, articles, campaign materials, or design work. Please note your specific role in each piece. Links to a portfolio or public accounts are welcome in place of uploads.

Anticipated Start Date: September 1, 2026