IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Communications Development Associate
WAGE: $40,000 - $45,000
LOCATION: Main Office – 10301 NE Glisan St. Portland, OR 97220
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
SCHEDULE: Monday – Friday, 8:30am – 5:00pm with additional hours as needed
PROGRAM(S): Administration
OPENING DATE: February 11, 2020
CLOSING DATE: Open until filled
LANGUAGE: English required – Bilingual preferred

GENERAL POSITION SUMMARY:
IRCO seeks an experienced professional with a proven track record of success in the marketing and communications field to join our Development Team as the Communications Development Associate. The successful candidate will work with the IRCO Director of Development & Communications and Communications Designer to develop and carryout public relations/communication strategies that enhance IRCO’s public image including coordination of IRCO’s policy and advocacy efforts and additional tasks associated with the Development team. They will play a key role in writing, producing, and disseminating agency-wide marketing materials and communications to diverse audiences and they will participate in meetings, trainings, and committees to support IRCO’s goals and objectives. The ideal candidate will have the vision to develop the communications team, and work with the Director of Development & Communications to build capacity for this team. Essential duties are organized in three major focus areas which include:

ESSENTIAL FUNCTIONS:
Communications (estimated 50% / 20 hours per week)
• In collaboration with Director of Development & Communications and Communications Designer, develop, manage and implement organizational brand strategy to increase public awareness, engagement and resonance of IRCO’s role and impact.
• Ensure that communications and marketing strategies raise IRCO’s profile among potential supporters and enhance the organization’s ability to elevate advocacy and share results of the agency’s work.
• Work with the Director of Development & Communications on developing and implementing an agency communications plan with strategies and measurable impact. Monitor, track, and report key measurable that demonstrate progress toward goals.
• Work with Director of Development & Communications and key IRCO leadership to
ensure that marketing and communications action steps outlined in Strategic Plan are implemented.

- In collaboration with Communications Designer, coordinate development and review design of internal and external agency communication materials to promote community awareness and IRCO’s public image with compelling written and visual content.
- In collaboration with Communications Designer and Director of Development & Communications, responsible for the writing and production of agency Impact Report, including collection of client success stories, program impact outcomes and agency-wide data, arranging photoshoots, and liaising with printer to review and approve final proofs.
- In collaboration with Fundraising Team and Director of Development & Communications, provide input and templates/materials to assist fundraising staff in soliciting and engaging donors/funders and messaging to support fundraising campaigns.
- Manage digital content, including the writing of client success stories, social media and email campaigns, and agency-wide and program-specific PowerPoint presentations.
- Manage agency’s printed marketing content, including coordinating the dissemination of program brochures/templates, event invitations/flyers, agency-branded thank you cards, Annual Appeal card, and Executive Director’s holiday card.
- Work with Development Team and key leadership to implement branding strategies for IRCO; support staff in maintaining consistency in all IRCO products and services.
- Ensure that communications are culturally competent and reflect/reach diverse audiences.
- Primary manager of website content, including writing/updating content and communicating with web developer on website upgrade/redesign and creation of new pages/functions.
- Collect and write brief client and program success stories for publications like Annual Reports, email updates and website. Coach clients to share their stories at public events.
- Coordinate photography of IRCO programs, events and client highlights.
- Manage IRCO’s social media communications.
- Support the Development Team in providing tools to increase staff’s understanding of targeted communication areas such as social media, elevator speeches, and branding.
- Participate in staff meetings, trainings, and committees to support IRCO’s goals and objectives.
- Assist with planning, hosting and publicizing IRCO events.
- Support Fundraising Team in developing targeted verbiage and appeals.
- Assist Grants Team in coordinating testimonials and photos for grants.
Public Relations (estimated 25% / 10 hours per week)
• Serve as primary media contact. Work with Director of Development & Communications to respond to and coordinate interview requests from television, radio, magazine, newspaper and other media.
• Coordinate agency visits and tours for public groups, and coordination of requests for IRCO speakers/presenters.
• Support Development Team in planning, publicizing, implementing, and evaluating IRCO public relations events such as open houses, Community Needs Assessment Conferences, and Sponsored Events.

Policy/Advocacy (estimated 25% / 10 hours per week)
• Work with the Director of Development & Communications, in consultation with IRCO Executive Director and AFC and Africa House Directors, to create consistent agency statements on policies/issues.
• Work with Director of Development & Communications to coordinate the development of policy briefs, position papers, testimonies, talking points, presentations and other written materials to support IRCO’s policy priorities.

SECONDARY FUNCTIONS:
• Participate in staff meetings, trainings, and committees to support IRCO’s goals and objectives
• Perform research, analysis, and statistical support for special projects or as assigned

JOB SPECIFIC QUALIFICATIONS:
• Superior written communication skills with the ability to target communications to diverse audiences.
• Experience and ability to work in an extremely diverse multi-cultural environment
  Preference is for someone with lived experience as and/or who has strong ties to immigrant, refugee, and/or communities of color in Portland.
• Prior experience in marketing, communications, public relations, or related field.
• Experience in social media and writing brochures and other promotional materials.
• Ability to be creative.
• Must be articulate and attend exceptionally well to details, with excellent oral communication skills.
• Highly motivated and energetic.
• Strong conceptual and analytical skills.
• Established track record of success in related field.
KNOWLEDGE:
*Education*: Bachelor's Degree (4)

*Experience*:
3-4 years of experience is required (4)

*Licensure, Certification*: N/A

*Additional Language Required*: N/A

*Computers*: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition this position specifically requires: Ability to talk on the phone and/or use computer for long periods; able to use basic office equipment including computer, telephone, copy machine, fax machine, and office supplies. Computer skills appropriate for the position e.g., Microsoft Word, Excel, Publisher, Website development.

SKILLS:

*Communication*:
Regular communication inside and outside the organization to exchange ideas and gather information (5)

*Creativity*:
Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed (4)

EFFORT:

*Mental*:
There is an occasional need to assess risk as well as to make determinations about tasks and deadlines (4)

*Physical*:
Positions at this level require minimal physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination is needed (2)

RESPONSIBILITY:

*Impact and Influence*:
Positions at this level have a some need or ability to analyze problem or concepts or make decisions on the information. Positions at this level have some impact to and influence on organization operations, programs, expense or budgetary outcomes. (3)

*Work Independence*:
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)
**Planning:**
Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required (3)

**Supervision:**
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

**WORKING CONDITIONS:**

**Environment:** This position works primarily in an office environment, but may be required to work in the field. This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. (1)

**Schedule:**
The work schedule is mostly stable and does not fluctuate without prior notice. (2)

**HOW TO APPLY:**
Applications are accessible on the IRCO website, [www.irco.org](http://www.irco.org) or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

**ABOUT IRCO:**
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at [www.irco.org](http://www.irco.org).

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER