6930 Carroll Avenue, Suite 506
Takoma Park, MD 20912

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www.saalt.org

SAALT Communications & Policy Fellow

Position Title: Communications & Policy Fellow

Job Status: Full-Time

Date of Posting: October 1, 2019

Location: Takoma Park, MD (open to considering a remote work arrangement)

Reports To: Director of Communications

Duration: October 2019 through December 2019 (with potential to extend)

Priority Deadline: October 15, 2019

South Asian Americans Leading Together (SAALT), a national non-profit organization whose mission is to fight for racial justice and advocate for the civil rights of all South Asians in the United States, is pleased to announce an opening for a fall Communications fellow to provide ongoing support in developing and implementing SAALT's overall communications strategies, including gathering and analyzing data to evaluate SAALT's impact.

Responsibilities

General Communications

- Research and develop content for SAALT's monthly community newsletter
- Help produce multi-media content for SAALT's end of year fundraising campaign
- Assist with fact-checking all external communications
- Track and record types of communications output and open/click through rates

Social Media

- Assist with maintaining SAALT's Twitter and Facebook accounts through daily monitoring, drafting/publishing/scheduling daily posts, and tracking analytics
- Manage and update content on SAALT's website, including adding newly created resources, action alerts, and other timely information to the website on a regular basis
- Provide live social media coverage during special events as needed

Media

- Maintain ethnic and mainstream media lists
- Support SAALT's Director of Communications and Development with drafting press releases
- Track and record press hits and the numbers of times SAALT's research and data is cited

saalt
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Policy Advocacy Support

- Research and maintain SAALT's Acts of Hate Database and This Week in Hate reports
- Research and track relevant legislation in SAALT's core policy areas
- Create graphics and infographics to support federal policy developments and campaigns
- Help coordinate logistics for rapid response efforts, trainings, webinars, briefings, and meetings as needed
- Help draft factsheets, action alerts, organizational statements, sign-on letters, and other policy-related materials for distribution
- Participate occasionally on coalition calls and meetings and provide summaries and take-aways

Desired Qualifications and Experience

- Bachelor's degree in Communications, Marketing, Public Policy, or related field
- Excellent verbal and written communications skills
- Demonstrated competence in using social media platforms such as Facebook and Twitter
- Proficiency in Microsoft Office suite
- Experience updating and managing website content desired
- Keen attention to detail and resourcefulness
- Strong research, analytical, and problem-solving skills
- Highly organized, excellent time management skills, and ability to manage and prioritize multiple tasks/roles and work
- Demonstrated ability to work both independently and in a collaborative team-based environment
- Willingness to adapt to changing needs in a rapid-paced, non-profit environment
- Commitment to SAALT's mission and values
- Commitment to an office culture where creativity and diversity are celebrated
- Knowledge of civil rights and racial justice policies, and an ability to understand and effectively communicate these issues
- Experience working with community-based organizations, coalitions, campaigns, or projects, preferably for South Asian American communities a plus
- Evening and weekend work may be required with advance notice

Compensation

SAALT will provide a monthly stipend for this position commensurate with experience. Fellows are not eligible for full employee benefits.

To Apply

Please submit a resume, cover letter, writing sample (i.e. blog post, press release, essay, etc.), and a list of three references (in one pdf. file) to info@saalt.org with "Communications Fellow" in the subject line. Interviews will be scheduled with selected candidates on a rolling basis. **No phone calls please.**

SAALT is an equal opportunity employer and values equity, diversity, and inclusion in hiring. We encourage people from historically-marginalized communities to apply.