



## Temporary Communications Assistant

**Employment type:** Temporary Part-time / 10 Hours a week (Non-Exempt)

**Dates of employment:** Position will end 3 months after the date of hire

**Hourly Rate:** \$20.00/hour

**Program Area:** Communications

**Reports To:** Communications Manager

**OneAmerica is an Equal Opportunity Employer.  
We strongly encourage women, people of color and LGBTQ candidates to apply.**

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OneAmerica is a Seattle-based nonprofit whose mission is to *advance the fundamental principles of democracy and justice by building power in immigrant communities.*

OneAmerica was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. Our strategies include grassroots organizing, policy advocacy, immigrant integration programs and civic/electoral engagement. Our family of organizations consists of [OneAmerica](#) (501(c)3), [OneAmerica Votes](#) (501(c)4), OAV Justice for All PAC (federal PAC) and [OneAmerica Votes Justice Fund](#) (PAC).

Our work today is more important than ever. We are fighting attacks on immigrant communities while advancing a pro-active, pro-immigrant agenda. We have also pivoted to advocate for immigrant communities hit hard by COVID19, including establishing a \$40M statewide worker relief fund for undocumented community members unjustly excluded from support. OneAmerica is growing and becoming stronger to meet our current political challenges.

### POSITION SUMMARY

OneAmerica is seeking a **temporary part-time Communications Assistant** to join the Development and Communications team. The Communications Assistant will be responsible managing our social media pages, content creation and design, and telling the stories of our leaders and work.

You will have opportunities to learn skills around communicating and participate in organizational training activities. The position is based in our Seattle office (we are currently working from home due to the COVID-19 pandemic) and reports to the Communications Manager.

### RESPONSIBILITIES

- Manage all social media accounts for OneAmerica and OneAmerica Votes
- Conceptualize, create and publish daily content (graphics, blog posts, memes, news articles, videos, events, etc.) that shares the stories of our OneAmerica leaders, aligns with our campaign messages, connects our communities to resources, or encourages engagement
- Engage with community on social media accounts when applicable

- Collaborate with teams across the organization to publish or create content related to their campaigns and initiatives
- Manage, write for, and share our blogs
- Interview our leaders and work collaborative to write and share their stories
- Track social media and blog metrics providing monthly updates
- Be an active participant in our biweekly Communications Meetings
- Other communications tasks as assigned

## QUALIFICATIONS

**While no one candidate will embody all the qualifications below we are looking for someone who:**

- Has a passion for social justice and building power in immigrant communities
- Can be creative when creating content (text, image, or video)
- Has excellent knowledge of Facebook, Twitter, YouTube, and other social media best practices
- Has excellent copywriting skills
- Understanding of social media and website traffic metrics
- Displays exceptional time-management and organizational skills as needed for meeting deadlines.
- Ability to work both independently and collaboratively
- Experience with communications tools Canva, Hootsuite, LinkTree and Adobe products a plus

## COMPENSATION

- Hourly rate is \$20.00/Hour

## APPLICATION INSTRUCTIONS

Send resume and cover letter to [jobs@weareoneamerica.org](mailto:jobs@weareoneamerica.org) with the subject line “Communications Associate.” Preferably, cover letter should describe your passion for building power in immigrant communities. Position will be open until filled. Please visit our website at [www.weareoneamerica.org](http://www.weareoneamerica.org) to learn more about OneAmerica.