



# m.i.c.a. PROJECT

Migrant & Immigrant Community Action

## **Communications Coordinator**

### **Bilingual Preferred**

Application Deadline: Rolling, ideal start date during spring 2026

The Migrant and Immigrant Community Action Project (MICA Project) is a community organization committed to working with low-income immigrants to overcome barriers to justice. The MICA Project utilizes legal services, organizing, advocacy, and education to promote the voice and human dignity of immigrant communities.

MICA Project staff approach our work as a team, supporting and assisting each other. We are passionate about our work and seek someone to join us in working toward our vision of a world that honors the dignity of all people.

### **Position Description:**

The Communications & Culture Coordinator will work under the supervision of the Director of Culture and Accountability and be a key member of our team, responsible for strengthening the bridge between our work and our diverse audience of clients, partners, donors, allies, and community members.

This role is ideal for someone who thrives in a dynamic environment, enjoys both creative strategy and hands-on execution, and values storytelling that honors lived experiences. A successful candidate will balance big picture messaging with attention to detail, supporting everything from social media to event communications to internal narrative alignment. This role will serve as a connective hub; uplifting community stories responsibly, supporting staff with communication needs, managing organizational voice and brand, and helping us build deeper, more equitable relationships within the communities we serve.

### **Key Qualities:**

- Demonstrates deep integrity, humility, and authentic care for others.
- Approaches work with energy, compassion, and thoughtful curiosity.
- Is comfortable in a small nonprofit environment that requires agility and shared responsibility.
- Brings artistic sensibility, strong aesthetic judgment, and an eye for clean, accessible design.
- Balances strategic thinking with a willingness to handle routine or administrative tasks.
- Thrives in relationship-based, mission-driven environments.
- Communicates with cultural awareness, trauma-informed sensitivity, and respect for diverse communities, including those most affected by systemic injustice.
- Shows initiative, creativity, and a commitment to ongoing learning.
- Enjoys having a sense of ownership while collaborating closely with others.



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## Essential Duties and Responsibilities:

- **Communications Strategy & Campaigns**
  - Support development of communication plans that align with fundraising, community engagement, legal, and advocacy goals.
  - Write and design materials for campaigns, donor communications, and public presentations.
  - Support and keep track of campaign timelines, including year-end giving, advocacy pushes, and community events.
  - Track engagement metrics and recommend improvements.
  - Collaborate with legal and advocacy teams to uplift stories, case outcomes, and program impact in ethical, client protective ways.
- **Digital Media & Content**
  - Maintain a cohesive, mission-aligned digital communications strategy.
  - Develop, edit, and schedule content across social media platforms.
  - Manage website updates, ensuring clarity and accessibility.
  - Monitor and respond to audience engagement in a timely, trauma-informed, and community-centered way.
  - Uphold digital storytelling practices that honor client dignity and privacy.
- **Design, Brand, & Messaging**
  - Ensure consistency in voice, tone, and visual branding across all materials.
  - Maintain and update brand guidelines as needed.
  - Create visual assets for print and digital use, including flyers, reports, signage, and event materials.
  - Support production of annual impact reports, newsletters, and major mailings.
- **Collaborative Work & Relationship Building**
  - Partner with development staff to support donor stewardship and gratitude communications.
  - Collaborate with programmatic teams to identify storytelling opportunities.
  - Maintain or build relationships with local media and community partners.
- **Strategic Planning, Systems & Documentation**
  - Set communications goals in collaboration with leadership.
  - Create and maintain communication systems, content libraries, and documentation for continuity.
  - Serve as primary point of contact for locating materials efficiently.
- **Event Communications & Support**
  - Support messaging, publicity, and materials for fundraising events and community education programs.
  - Provide warm, professional representation of the organization at public facing events.



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## **Qualifications:**

### **Required:**

- Demonstrated experience in communications, marketing, design, or storytelling roles.
- Outstanding writing skills and the ability to adopt and maintain organizational voice across platforms.
- Strong relational communication; ability to engage respectfully across cultures, identities, and lived experiences.
- Proficiency in digital media, social platforms, and content management tools (e.g., Facebook, Instagram, LinkedIn, Weebly).
- Design proficiency (e.g., Canva, Adobe Suite) and the ability to create clean, accessible, brand aligned print and digital materials.
- Strong organization and time management skills; capacity to manage multiple priorities with care and consistency.
- Willingness to work occasional evenings/weekends for events or major campaigns.
- Enthusiasm for working in a constantly changing atmosphere where quickly developing crisis situations are the norm rather than the exception.
- Passion for social justice for immigrants.
- A commitment to antiracism, equity, and community centered work.

### **Preferred:**

- Previous work experience with trauma-informed approaches.
- Experience with press outreach or media relations.
- Proficiency in Spanish reading, writing, and speaking.
- Lived experience in a multi-cultural setting or familiarity with different cultures, especially Latin America.

### **Annual Salary & Benefits:**

Starting annual salary is \$57,500. Starting annual salary is determined by our equity-based compensation plan (which includes additional compensation for experience) and thus is non-negotiable. Benefits include paid vacation leave and PTO, fully- covered, robust health and dental insurance coverage (with mental health parity), retirement account, and professional development opportunities. This position will be hybrid with 2 days working remotely and 3 days in the office.

### **Application:**

Please send a cover letter, resume, and 2 references with contact information to [Amandalopez@mica-project.org](mailto:Amandalopez@mica-project.org). Applications will be accepted on a rolling basis.



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Cultural and linguistic fluency are highly valued. Persons of color, persons with disabilities, and gay, lesbian, bisexual, transgender and queer individuals are encouraged to apply.