



# Digital Media Fellow

## [Immigration Hub](#)

Washington - DC (United States)  
Job

Immigration Hub seeks a paid Digital Media Fellow to provide administrative support for the Hub's social media pages, including data gathering and research, and logistical coordination for the Amigos table meetings and listserv.

### About Us

The Immigration Hub is dedicated to advancing fair and just immigration policies through strategic leadership, innovative communications, legislative and policy advocacy, and collaborative partnerships. The Emerson Collective incubated the Immigration Hub in 2017 to help combat escalating anti-immigrant sentiment and restrictive immigration policies. The Immigration Hub continues to serve as a national convener, advancing a pro-immigrant Congressional agenda and fostering collaborative partnerships. The Hub is comprised of a team of former congressional staff, executive branch officials, and immigration policy advocates with deep roots and experience in advocacy, legislative strategy, and communications.

### About the Fellowship

The Digital Media Fellow will play a key role supporting the Hub's Digital Communications and Research team and provide substantive support and coordination for the Hub's digital media strategy, data gathering, and reporting. The fellow will also be responsible for a variety of tasks supporting the Hub's political and communications efforts as needed. The fellow will report to the Director of Political Research and Communications. The Hub is committed to developing young leaders in the immigration movement. The fellow will have significant opportunities for networking and professional development.

In supporting the Hub's Digital and Research efforts, the fellow will:

- Monitor and assess, in coordination with the Hub's digital agency, paid media placements.
- Manage and track creative content to ensure paid media placements and results of placements.
- Support budget tracking of paid digital media placements.
- Conduct social listening for the Hub's digital media campaigns, including monitoring comments, recording comment trends, and reporting on results of social listening.
- Gather key data points for state research and maintain records of data and metrics generated by the Hub's paid media campaigns.
- Assist with digital communications reports and keep records of meetings and other communications tasks. Additional tasks and projects may include but are not limited to:
  - Various political and issue research projects
  - Supporting the Hub's coalition communications strategy and work.

### About you:

- Bachelor's degree or higher
- Passionate about our mission and immigrants' rights
- Excellent communication and organizational skills
- A team player and hard worker with a flexible and adaptive work ethic
- A competent problem solver with confident self-starting skills
- Able to take on and prioritize among a variety of projects at the same time
- Detail-oriented and thrive in a fast-paced environment
- Direct experience of the impact of immigration policies preferred

- Familiarity with Google Suite (Drive, Docs, Sheets), Facebook Ad Manager and other digital media platforms preferred
- Demonstrated track record of supporting or implementing paid digital media campaigns.
- Demonstrated track record of evaluating and tracking digital media budget and metrics.

Location: This internship is based in Washington D.C., but will initially be remote subject to ongoing circumstances related to COVID-19.

Term Dates: 1 year

Compensation: The Digital Fellow is expected to work 40 hours a week. The internship rate is \$35 per hour along with benefits. This is a non-exempt position. The Immigration Hub is an equal opportunity employer and does not tolerate unlawful discrimination based on age, race, religion, color, national origin, ancestry, citizenship, physical or mental disability (including HIV and AIDS), sex, gender, gender identity, gender expression, marital or domestic partnership status, veteran's status, sexual orientation, pregnancy (as well as childbirth and related medical conditions), medical conditions, genetic information, family and medical care leave status, or any other category or classification protected under federal or applicable state or local law, regulation or ordinance.

The Immigration Hub strongly encourages immigrants, BIPOC (Black, Indigenous individuals and people of color), women, people with disabilities, members of the LGBTQIA community, and other underrepresented and historically marginalized groups to apply.

How to Apply

Interested applicants should send a resume, cover letter, a writing sample, and two references to [careers@theimmigrationhub.org](mailto:careers@theimmigrationhub.org) with "Digital Media Fellow" in the subject line.