Who We Are
Founded by a group of dedicated organizations in 1997, Detention Watch Network (DWN) is a national coalition of over 100 organizations building power through collective advocacy, grassroots organizing, and strategic communications to abolish immigration detention in the United States. DWN is staffed by a small and growing team, committed to a vision of a world where every individual lives and moves freely and a society in which racial equity is the norm and immigration is not criminalized.

Recent DWN Accomplishments
- Since the launch of the Defund Hate campaign in 2017, have blocked $12 billion in funding requested for ICE and CBP;
- Coordinated the national Free Them All campaign in response to COVID-19;
- Supported the passage of anti-detention state laws in California and Illinois;
- Sub-granted over $200,000 to grassroots members working to end detention locally.

Position Summary
The DWN Communications Associate will play a critical role in ensuring that DWN's message is clear, consistent and principled in DWN's vision and values to advance campaign priorities. The Associate will take the lead on managing communications support for the Network's members, reporter tracking, and rapid response press work amongst other responsibilities outlined below. They will report to the Communications Director.

Specific Responsibilities
Press and media outreach
- Write press materials, op-eds, and letters to the editor that amplify DWN’s campaign priorities and respond to immigration detention related news
- Support rapid response communications efforts, which includes responding when deaths occur in ICE custody and when there are hunger strikes inside detention facilities
- Pitch to national and local media outlets on immigration detention issues
- Maintain and update DWN’s media lists and respond to reporter inquiries
- Collaborate with the program team to create and maintain the editorial content calendar with key dates relating to direct actions, policy agenda, content/stories, current events, holidays, etc.

Social media and digital campaigning
- Support social media strategies integral to campaign communications plans
- Support graphic content creation via Canva and Piktochart
- Draft email campaigns, including action alerts and campaign resource emails
- Manage designer relationships and project development with vendors
Member support
- Coordinate and facilitate DWN member trainings to build communications capacity
- Manage communications support for members, including developing press materials, messaging documents, graphics, op-eds, templates and toolkits
- Proactively create plans and brainstorm ideas to support member communications strategies
- Prepare and brief spokespeople, including DWN staff and members

Communications team infrastructure
- Maintain project files and templates and updates the database as needed
- Submit monthly staff reports and lobby tracking as needed

**You’ll thrive in this role if this sounds like you:**
*While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren’t sure but are excited about the position, we encourage you to apply!*

**Qualifications:**
- Commitment to DWN’s values.
- Strong oral and written communication skills. Ability to develop a story and write creatively.
- Fast on your feet. Ability to move quickly with rapid response press and social media work.
- Solid organizational skills and attention to detail with the ability to proactively identify opportunities to advance the campaign’s message in the media.
- A collaborative team player. Proactively shares updates with and seeks input from supervisor, colleagues and partners.
- Solutions oriented when faced with potential problems, knows how to pitch in and get things done.
- Academic experience in communications, journalism, marketing, public relations or related field; or significant comparable professional experience.
- At least two years of experience working with traditional media and social networking.
- English and Spanish fluency required.
- Experience facilitating meetings and/or trainings.
- Ability to work independently and collaboratively, work well under pressure and adhere to deadlines while balancing multiple projects.

**Knowledge**
- Familiarity with social justice issues, particularly related to human rights, immigrant rights, racial justice and/or criminal justice.
- Familiarity with Adobe Creative Cloud software.
- Experience with developing basic text overlay social media graphics in Canva.

**Salary Range:** Starting at $60,000 ***DWN employees are eligible for an additional $2,000 on top of their annual salary for the following factors:
- Paying for educational loans (must show proof, including projected end date)
- Living in a major metropolitan city

**Why work for DWN?**

- **Paid Time Off:** Staff are eligible for 15 vacation days their first year of employment; 20 vacation days during years two through seven; and 25 vacation days after eight years of employment; plus we are closed between December 25 and January 1.
- **Commitment to our staff:** DWN invests in staff growth and professional development opportunities and is committed to providing regular feedback and opportunities for advancement.
- **Crystal clear focus:** Our team gets to work with dedicated and growing membership committed to the abolition of immigration detention.
- **Wellness Fund:** We know that this work can be physically and emotionally taxing, so DWN offers a wellness fund to all staff: a stipend of $500 per year to go towards personal health and self-care (yoga classes, therapy co-pays, massages, workout gear—whatever works for you!)
- **Our team is awesome:** You’ll be working with a group of smart, dedicated, and caring people who know how to have fun while getting a lot done in a low-ego environment!
- **Added perks:** we offer generous benefits and salaries, a monthly cell phone stipend to all staff, plus eligibility for an eight-week sabbatical after three years on staff.

**How to Apply**

Email your resume, cover letter, and a work sample (relevant examples include, but are not limited to: press release, talking points, op-ed, social media graphic and copy) to jobs@detentionwatchnetwork.org

In the cover letter, please answer the following questions:

1) Why are you interested in DWN and this position? 
2) Why is abolishing ICE important to you? 
3) What is your awareness of and connection to organizing work in a communications role?

If selected for an initial screening interview, DWN’s hiring consultant, Ebony Ross, will reach out to you.

Detention Watch Network is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, marital status, veteran status, medical condition, or any other protected classification.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the responsibilities of the job, reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.