

**IMMIGRANT LEGAL DEFENSE CENTER (ILDC)**

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 **CENTER**

**Communications & Development Position**

Contractor (15-20 hrs./wk.)

Job Location: Santa Barbara City, California (Hybrid)

Salary: $25/hr.

**Position Summary**

ILDC seeks a highly organized, mission-driven **Communications and Development Assistant** to support our communications, fundraising, and outreach efforts. The contractor will work closely with the Executive Director and program staff to increase visibility, manage donor engagement and database, and promote our work through digital and print media. This is a great opportunity for someone passionate about immigrant justice, storytelling, and nonprofit development.

**Key Responsibilities:**

**Communications**

* Draft and schedule social media posts that reflect ILDC’s mission and current work
* Create quarterly newsletters and donor email updates
* Support the development of press releases, op-eds, and advocacy alerts
* Assist in maintaining and updating website content
* Help design flyers, brochures, and outreach materials
* Track media engagement and coverage

**Development**

* Help coordinate fundraising campaigns (e.g., Fundraisers, End-of-Year Appeal)
* Assist with event planning and promotion for community events and fundraisers

#### ****Administrative****

* Process donations and manage donation records
* Create and mail acknowledgment letters to donors
* Input and manage donor information in the donor database
* Track communications and development metrics
* Organize files and maintain records related to communications and fundraising
* Attend bi-weekly virtual meetings to report progress

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### **Qualifications**

* Strong writing and editing skills (Fluency in English and Spanish required.)
* Experience with social media platforms (Instagram, Facebook, LinkedIn)
* Familiarity with Mailchimp, Canva, and basic website CMS (e.g.,Wix)
* Commitment to immigrant rights and racial justice
* Highly organized, self-motivated, and detail-oriented
* Ability to work independently and manage multiple deadlines

### **To Apply**

Please submit a resume, a brief cover letter, and one writing or design sample to julissa@sbimmigrantdefense.org with the subject line: **Contractor – Communications and Development Assistant**. Applications will be reviewed on a rolling basis until the position is filled.