

Job Title: Communications Fellow

Location: Remote (with optional opportunities to participate in events and meetings)

Type: Part-Time, Fellowship (6-12 months, stipend available)

Overview

IncludUs Fund is seeking a talented and driven **Communications Fellow** to elevate the visibility of our programs and initiatives. The fellow will play a key role in disseminating research findings and engaging stakeholders through dynamic and impactful communication strategies. This role is ideal for individuals passionate about using storytelling, multimedia content, and strategic outreach to promote equity and social impact.

Focus

Supporting the dissemination of research findings and enhancing the visibility of IncludUs programs through compelling communication strategies.

Key Responsibilities

- **Content Creation:**
 - Collaborate with fellows and program teams to co-publish research findings, articles, and op-eds.
 - Develop educational videos and multimedia content to showcase program achievements and goals.
 - Produce at least one high-quality educational video during the fellowship.
- **Communication Strategy:**
 - Create and execute communication plans tailored to events and initiatives.
 - Coordinate social media campaigns to amplify research findings and program activities.
- **Stakeholder Engagement:**
 - Write newsletters, blogs, and other outreach materials to connect with stakeholders and promote programs.
 - Engage diverse audiences through tailored messaging and culturally relevant communication tools.
- **Deliverables:**
 - Publish a comprehensive article or a communication strategy report summarizing key achievements and lessons learned.

General Responsibilities Across Fellowships

- Assist with program coordination and logistics for events.

- Collaborate with team members to ensure successful program execution.
- Regularly report on progress and share insights with the IncludUs team.

Qualifications

- **Education:**
 - Background or strong interest in Communications, Journalism, Digital Media, Public Relations, or related fields.
- **Skills:**
 - Exceptional writing, editing, and multimedia content creation skills.
 - Familiarity with social media platforms and digital marketing strategies.
 - Proficiency in video editing tools and graphic design software is a plus.
- **Commitment:**
 - Passion for advancing equity and empowering underserved communities through effective communication.
 - Understanding of the Latino community and cultural nuances preferred.
- **Additional Skills:**
 - Bilingual (English/Spanish) strongly preferred.
 - Experience in public speaking or presenting to diverse audiences is advantageous.

Why Join Us?

- Contribute to impactful storytelling and advocacy efforts.
- Gain hands-on experience in multimedia content creation and strategic communications.
- Work with a mission-driven team dedicated to creating systemic change.
- Flexible schedule to accommodate academic or personal commitments.

How to Apply

Submit your resume, a cover letter detailing your experience in communications, and a portfolio or sample of your work (optional) to info@includusfund.org. In your cover letter, highlight how your skills align with the goals of IncludUs and the focus of this fellowship.

Application Deadline: Open until filled