CILP Communications Assistant Position

Location: School of Law, The Center for Immigration Law and Policy (hybrid)

Description: The Communications team at CILP (the Center for Immigration Law and Policy) is looking for a student worker for the upcoming 2023-2024 academic year. Founded in 2020, the Center for Immigration Law and Policy at the UCLA School of Law expands the law school’s role as a national leader in immigration law and policy. The Center generates innovative ideas at the intersection of immigration scholarship and practice; serves as a hub for transforming those ideas into meaningful changes in immigration policy at the local, state, and national level; and empowers students with unique opportunities for experiential learning through work with academics, practitioners, policymakers, and activists.

Working at CILP is an inclusive and stimulating experience. We have a small and dynamic team, and students can play an important role in building strategic communications strategies for a variety of projects and campaigns.

Students will perform a variety of tasks including:

• Help draft and post on the Center’s social media channels to maximize engagement
• Monitor media coverage of immigration issues and Center-related research
• Create targeted English language and Spanish language media lists
• Help produce graphics for communications materials
• Assist in maintaining content on CILP’s website
• Other duties, as assigned

Qualifications:

Required:
• Excellent writing skills
• Social media fluency and creativity
• Basic graphic design skills and familiarity with Canva
• Ability to work under deadline
• Ability to clearly articulate ideas, opinions, and suggestions
• Attention to detail
• Excellent grammatical and punctuation skills
• Knowledge of Microsoft software systems such as Word, Excel, Outlook and PowerPoint

Preferred:
• Experience working in the fields of journalism, marketing, communications, or PR
• Some knowledge of U.S. immigration policy or advocacy
• Fluency in Spanish

Note: Ideally, student would be able to work at least 10 hours per week. This position may be required to work some evenings and weekends for special events.
Interested applicants should email their resume, cover letter, availability, and amount of work-study award to cilp@law.ucla.edu with the subject line: “COMMUNICATIONS WORK STUDY APPLICATION 2023.” Please note that incomplete applications will not be considered. Applications will be considered beginning on June 30, 2023 on a rolling basis until the position is filled.