



Position: Communications Director

Pay: \$55,000 - \$70,000 starting salary, depending on experience

Benefits: 15 paid vacation days; 12 paid holidays; paid sick leave; paid paternity leave; healthcare stipend

Full-time/part-time: Full-time (40+ hours weekly); occasional evening/weekend events and travel

Permanent/Temporary: Permanent

Job location: In-office (Boise)

About Idaho Family Policy Center

Idaho Family Policy Center is a 501(c)(3) non-profit ministry that advances the lordship of Christ in the public square through engaging the church, promoting God-honoring public policy, and training statesmen.

Communications Director

The communications director will be responsible for developing and implementing a communications strategy that promotes the mission and expands the reach of Idaho Family Policy Center. Strong verbal and written communication skills are essential. Previous education or experience in communications, marketing, public policy, or government affairs is preferred.

Responsibilities:

- Policy Messaging (30%)
 - Assist the president and policy team with messaging on policy research and priorities
 - Provide legislators with communication resources – including talking points and communications guides – on policy research and priorities
 - Draft and review email, mail, and video script copy relating to policy research and priorities
- Communications (30%)
 - Content creation (including news articles, op-eds, email newsletters, marketing materials, and fundraising materials)
 - Update staff on news developments
 - Review and proofread written content
- Media relations (15%)
 - Draft and review press releases and press statements
 - Field press requests and scheduling interviews
 - Foster and nurture relationships with media contacts, including print journalism, television news, talk radio, online commentary, and alternative media
- Social media (15%)
 - Develop and implement social media growth strategies
 - Create social media content and manage social media feeds/interaction
- Miscellaneous Tasks and Office Support (10%)
 - Provide support for IFPC events and public trainings, including planning, logistics, set up, and tear down
 - Assist with office operations
 - Increase awareness of organizational programs with the goal of growing fundraising base
 - Support the office of the President in matters relating to the mission of the organization

To apply, please submit your cover letter and resume to info@idahofamily.org. Your cover letter should indicate that you are a mature Evangelical Christian, involved with a local church, and agree with the IFPC mission, statement of faith, and key issue positions.