



Position: Communications Assistant (Entry-Level)

Pay: \$50,000 - \$65,000 annual salary, commensurate with experience

Type: Full-time (40-45 hours per week); occasional evening/weekend events and travel

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

Permanent/Temporary: Permanent

Job Location: Boise, ID

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 Assistant

Under the supervision of the Chief of Staff, and in coordination with other team members, the Communications Assistant is an entry-level role that provides support for the organization's communication and marketing efforts.

Responsibilities:

- Communications Support (90%)
 - Assist drafting weekly pitch emails, "In the News" briefs, and press releases
 - Provide communications resources as needed for the IFPC Team
 - Track email and social media analytics for Idaho Family Policy Center
 - Track media mentions of Idaho Family Policy Center
 - Track, download, and edit team member testimony at the Idaho Statehouse
 - Assist in the creation of social media & video content
 - Proofread and schedule emails

- Miscellaneous tasks and office support (10%)
 - Providing support for IFPC events and public training, including planning, logistics, set up, and tear down.
 - Assisting with office operations, including CRM management
 - Other tasks as assigned by the Chief of Staff

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.