

Position: Communications Specialist (Mid-Level)

Pay: \$65,0000 - \$80,000 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 Specialist

Under the supervision of the Chief of Staff, and in coordination with other team members, the Communications Specialist provides support for the organization's communication and marketing efforts.

Responsibilities:

- Communications (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 and video content
 - Proofread and schedule emails
- Miscellaneous tasks and office support (10%)
 - Provide support for IFPC events and public training, including planning, logistics, set up, and tear down.
 - Assist 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.