

**Position:** Communications Director

**Pay:** \$90,000 – \$115,000 annual salary, commensurate with experience

**Type:** Full-time (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

**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 promoting God-honoring public policy, engaging the church on cultural issues, and training statesmen to advocate biblical values.

### Communications Director

Under supervision of the Executive Vice President, the Communications Director promotes Idaho Family Policy Center's mission and priorities by crafting strategic communications that engage supporters and influence public debate. This role manages email and mail marketing, news media relations, and social media while supporting internal messaging and legislative advocacy efforts.

### Preferred Qualifications

- Proven track record in public policy communications or political campaign communications
- Proficiency in Adobe Creative Suite (including Photoshop, Illustrator, Premier, etc.), Canva, and/or similar creative software
- Strong attention to branding and messaging consistency
- Bachelor's or graduate degree in a pertinent field of study such as political science, journalism, theology, philosophy or government
- Understands biblical worldview application to public policy and messaging

### Job Responsibilities

- Constituent Communications (20%)
  - Draft, edit, and schedule mail and email marketing communications
  - Track mail and email analytics for Idaho Family Policy Center
- Press Communications (20%)
  - Collaborate with the policy, legal center, and operations teams to draft and distribute media statements, story and interview pitches, and press releases
  - Build and nurture relationships with news media journalists, editors, and bookers
  - Seek corrections to news article with inaccurate reporting

- Track media mentions of Idaho Family Policy Center
- Social Media Communications (20%)
  - Grow social media following and engagement
  - Organize and oversee social media content
  - Track social media analytics for Idaho Family Policy Center
- Internal Communications (10%)
  - Provide communications updates and support for the IFPC Team
  - Monitor legislative testimony to archive, clip, and distribute through social media and email
  - Assist the policy team in preparing talking points, communications guides, legal helpsheets, one-pagers to train legislators on key legislative priorities
- 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 President or Executive Vice President

**To apply, please submit your cover letter and resume to [Katie@IdahoFamily.org](mailto:Katie@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.**