



## COMMUNICATIONS FELLOW

The Mayor's Office for Immigrant Advancement (MOIA) has 1-2 Communications Fellows during the school year (September - June). This is a great opportunity for anyone who wants to learn more about how to support immigrant communities through various communication campaigns and channels. In addition to maintaining social media and our website, fellows work with our Communications Manager on various projects and learn about communications work within city government.

### **Responsibilities May Include:**

- Make posts for social media
- Assist in the updating and maintenance of MOIA's website
- Design promotional materials, posters, flyers, website, social media posts, and other marketing materials as needed
- Support communications with immigrant-serving media outlets in Boston
- Support strategic communications strategy for MOIA's initiatives

### **Skills:**

- Strong oral and written communications skills. A writing sample will be required
- Experience with photo and graphic editing applications such as Canva and Photoshop
- Highly organized and self-motivated with demonstrated ability to prioritize multiple projects
- Strong attention to detail
- Computer literacy and proficiency with Google Suite and social media platforms
- Bilingual in English and another language is a plus

The Communications fellow will report directly to the Strategic Communications Manager. Bilingual/Bicultural individuals are strongly encouraged to apply.



**Schedule and Compensation:**

- Flexible start/end dates – can accommodate an academic or work schedule
- A minimum commitment of 15 hours per week is required
- This is an unpaid position ( college credit, reference and portfolio growth)
- This position will be hybrid

**To Apply:**

Please email a resume, cover letter and writing sample to:

Agnes Chang, Chief of Staff

Email: [agnes.chang@boston.gov](mailto:agnes.chang@boston.gov)