



KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

Communications Manager

Bremerton, WA

Department: Development & Communications

Reports to: Director of Development & Communications

Work Location: Hybrid

Job Status: Full-time

Job Type: Salaried Nonexempt

Amount of Travel Required: 10%

Summary

Founded in 2004, the Kitsap Immigrant Assistance Center (KIAC) advances the well-being and power-building of immigrants through education, advocacy, and social justice. We envision a community where all people, regardless of birthplace, have access to justice, respect, and opportunity. KIAC provides free and affordable immigration legal services, family support, tax and business assistance, and advocacy. Our clients come from over 70 countries, speaking more than 60 languages.

KIAC is seeking a strategic, creative, and community-centered Communications Manager to lead and implement our internal and external communications strategy. This position will play a critical role in shaping the public narrative about immigrants and BIPOC communities in our region, while ensuring that our work, services, and impact are communicated clearly and powerfully to a wide range of audiences.

The Communications Manager will be responsible for amplifying KIAC's advocacy work, developing culturally relevant community education materials, supporting fundraising campaigns, and stewarding the organization's brand and voice. This is an opportunity for someone who is passionate about immigrant justice, skilled in storytelling, and thrives in a collaborative, mission-driven environment.

Essential Functions

Communications Strategy & Leadership

- Lead development and implementation of a comprehensive communications strategy aligned with KIAC's mission and strategic goals.
- Uphold and strengthen KIAC's brand voice, visual identity, and messaging across all platforms.
- Lead organizational storytelling efforts that honor the voices and experiences of immigrant and BIPOC communities.

Community Education & Advocacy Communications

- Work with programs and leadership to develop and distribute linguistically and culturally appropriate materials for community education and outreach (print, digital, and video).
- Support staff in developing advocacy campaigns at the local and state level, ensuring clear and compelling messaging.
- Translate complex information into accessible, plain-language content to increase community awareness of legal rights, healthcare access, housing resources, and more.

Content Development & Digital Engagement

- Maintain and grow KIAC's online presence, including the website, email communications, and social media channels.
- Collaborate with staff and leadership to write, edit, and design engaging bilingual (English and Spanish) content such as newsletters, blog posts, social media stories, brochures, and flyers.
- Monitor analytics and adapt strategies for audience engagement and growth.

Development & Donor Communications

- Work closely with the Development & Communications Director to produce content for fundraising appeals, donor newsletters, campaign materials, and event promotions.
- Support storytelling and design for the annual report and special donor communications.

Media & Internal Communications

- Build relationships with local media and draft press releases, media advisories, and op-eds that reflect KIAC's values and priorities.
- Support communications for media requests for staff, including templates, talking points, and updates. Provide support during public engagement events as needed.

Other Responsibilities

- Collaborate on organization-wide initiatives, advocacy efforts, and community events that align with the organization's mission.
- Perform other duties as needed to contribute to the overall success of the organization's mission.

Required Qualifications

- Commitment to KIAC's mission and vision
- Fluency in both English and Spanish (written and spoken).
- 2+ years of experience in nonprofit communications, journalism, marketing, or a related field.
- Strong writing and editing skills with a commitment to equity-focused, community-centered language.
- Experience creating content for immigrant, multilingual, and/or BIPOC audiences.
- Proficiency in digital tools such as Canva, WordPress, and social media platforms.
- Ability to manage multiple projects and deadlines with attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and Google Workspace.
- Ability to handle sensitive information with discretion and professionalism.

- Valid driver's license and reliable transportation. Must also have vehicle insurance per Washington state law.
- Ability to pass a background and driving record check indicative of the position requirements.

Preferred Experience

- Lived experience as part of an immigrant or BIPOC community is strongly encouraged.
- Familiarity with issues affecting undocumented communities, asylum seekers, and/or mixed-status families.
- Knowledge of Washington state's advocacy and nonprofit landscape.

Physical and Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 25 lbs; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional events.

This position is a flexible hybrid work environment. Additional travel in surrounding regions for events may be required occasionally.

Reasonable Accommodations Statement

To accomplish this job, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform essential functions.

Compensation

This is a salaried nonexempt position. The pay range for this position is \$31.19-35.10/hr (\$64,875.20-\$73,008 annual), depending on experience.

Benefits

KIAC offers a benefits package with KIAC paying 100% of the medical, dental, and vision plan. Employees are able to add dependents (at cost). Benefits package includes generous paid time off and retirement benefits with a 3% employer match, 15 days vacation, 1 personal holiday, and additional paid sick and safe leave.

To Apply

[Click here to apply and submit resume, cover letter, and references.](#)

Submit resume, cover letter, and references:

- Cover letter: outline your interest in the position and how your experience qualifies you for this role.
- References: Provide names of three persons not related to you. Include at least one previous or current supervisor. For each person, include name, position title, organization/company, email, phone, relationship to you (e.g. colleague, supervisor).

Applications will be reviewed on a rolling basis until the position is filled.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Reasonable Accommodations Statement: Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.