



Position Title: Nepali Language Refugee Communications Consultant for Pennsylvania

Reporting To: Interim Director of Communications and Marketing

Location: Remote / typically based in / connected to Pennsylvania

Team: Voice for Refuge Action Fund

Status: Short term consultancy for 3 months with possibility for contract renewal / project based work

Hours: Part time, estimated 20-25 hrs/week

Application Closing Date: August 28

Apply by: EMAIL RESUME AND COVER LETTER TO Careers@voiceforrefuge.org

Timeline and Salary: This is a limited timeline, contract position, and thus does not provide benefits. Consultancy is for three (3) months with possibility of a renewal for other future projects.

Consultant will be compensated at a flat rate retainer of \$7,500 for the 3 month contract to be paid in monthly installments.

Overview

Voice for Refuge is looking for a creative and passionate Nepali language Refugee Communications Consultant in Pennsylvania to join our organizing team and help us strengthen our direct communications and voter engagement strategies with refugee communities in lead up to 2020 elections. We are looking for someone who is a passionate communicator with strong connections to and understanding of refugee communities in the state of Pennsylvania.

The communications consultant must be familiar with the state's voting laws and able to work with local organizers to translate and produce voter education information and materials into the Nepali language using multiple formats. We are

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looking for someone who is effective at finding trends and making strategic decisions about our voter engagement outreach and work.

The consultant will develop and enact effective community engagement and media strategies to mobilize New American voters from Nepali speaking communities throughout the state of Pennsylvania to vote in this election. This will include leading a earned, paid and digital media campaign to educate and inspire former refugees to be more civically engaged through experience sharing, videos, music, and art; providing voter guides in Nepali language; and engaging voters with mass texting tools and phone banking. Consultant will pitch and place voter engagement content in local and ethnic media publications. They will also help with the production of videos in languages spoken by refugees for distribution and conduct outreach in refugee communities with information about how to participate in the upcoming election.

The Nepali Refugee Communications Consultant will work with a number of partners, including the Church World Service Immigration and Refugee Program's (IRP+) advocacy and communications teams and the CWS organizer in Lancaster, Pennsylvania. The consultants will also work with consultants leading similar work in North Carolina, as well as CWS and partners in other states.

Essential Duties:

- Translate voter education information on how and where to vote for pitching and placement in media outlets reaching New American communities
- Produce guidance in Nepali language on how to obtain sample ballots online and educate voters about what is on their ballots
- Work with local organizers to develop issue and voter education materials in print, digital, video and audio formats to maximize accessibility for New Americans in Nepali speaking communities.
- Identify and work with ethnic media, local news and media outlets to get voter information to New American voters
- Work with local organizers to develop community-appropriate messages to New American voters
- Develop content (including graphics and short videos) for social and online engagement of New Americans
- Mailing flyers and promoting Get Out the Vote (GOTV) materials using social media (What's App, FB, and YouTube)
- Partner with our local community organizers to determine best messaging and strategy for GOTV campaigns focused on refugees
- Translate scripts for text message follow-up and use Hustle/Strive to contact refugees by text message and follow up appropriately
- Calling potential voters via phone banking
- Handle other duties as assigned

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Experience:

- Fluency in English and Nepali, and experiencing translating materials from English to Nepali language, especially jargon related to civic engagement and voting.
- Previous experience working with refugee and immigrant communities as a translator or interpreter
- Familiarity with voter registration, voter education, Get Out the Vote efforts, advocacy, and/or community organizing
- Knowledge and experience in working with mass communications tools such as Hustle, Strive, MobileCommons, software is a plus.
- Strong organization, relationship building, writing, and verbal presentation skills are a must.
- Knowledge of Canva and graphic making tools is a plus.
- Familiarity with social media platforms (Facebook, Youtube, What's App, Instagram)

Voice for Refuge is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, genetic information, disability or protected veteran status. Voice for Refuge Action Fund does not discriminate on the basis of race, color, religion, sex, national origin, gender identity, genetic information, age, disability or veteran status in employment or in the provision of services.

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