Legal Services | Advocacy | Education

LIGHTHOUSE IMMIGRANT ADVOCATES

412 W 24th St, Holland, MI 49423 (616) 298-8984
https://lia-michigan.org/ admin@lia-michigan.org

# Job Description: Communications & Development Assistant

**Reports to:** Advancement Director
**Supervises:** Interns and volunteers (direct task supervision)
**Status:** Full-Time, Non-Exempt
**Compensation:** Starting at $22 per hour, based on experience. Benefits include health insurance, life insurance, paid time off, EAP support, retirement matching program.

### Applications:

Please apply with resume and cover letter to careers@lia-michigan.org, Subject: Communications & Development Assistant

### Work Structure

80% in-office / 20% remote eligible after onboarding. Main office located in Holland, Michigan

Lighthouse Immigrant Advocates (LIA) is seeking a Communications & Development Assistant to support the heart of our mission - sustaining legal protection and stability for immigrant families in West Michigan.

This role plays a meaningful part in how LIA communicates with donors, partners, and the broader community. It is ideal for someone who is thoughtful, detail-oriented, and grounded in care - someone who can balance creative communication with accurate systems work.

This is not a purely administrative role. The Communications & Development Assistant contributes to maintaining and strengthening the systems that make immigrant legal defense possible and reliable.

We strongly encourage applications from early-career professionals and those whose lived experiences and values align with immigrant justice. LIA prioritizes experience, character, and cultural fit over formal education credentials.

## Core Responsibilities

### Communications & Marketing

The Communications & Development Assistant will oversee all LIA communications channels and ensure that messaging, branding, and content reflect the dignity of the communities we serve.

Responsibilities include:

- Managing and updating all communications platforms, including:
    - LIA website
    - Google Business Page
    - Third-party site listings and directories
    - Email marketing platforms
    - Social media accounts
- Ensuring consistency, accuracy, and regular maintenance across all platforms
- Executing LIA's annual communications and marketing plan in collaboration with the Advancement Director
- Producing and coordinating content for:
    - Email newsletters
    - Appeal letters
    - Digital and print annual report
    - Giving Tuesday and other coordinated campaigns
- Maintaining brand voice, messaging consistency, and visual integrity
- Coordinating with external vendors to accomplish goals as appropriate within the allocated budget

## Development & Donor Operations

This position plays a critical role in supporting LIA's fundraising infrastructure and donor stewardship systems. The Communications & Development Assistant must exercise strong discretion and maintain strict confidentiality when handling donor information, financial data, and prospect research.

Responsibilities include:

- Managing incoming donations and associated workflows
- Coordinating with Finance on reconciliation and reporting
- Maintaining accurate donor records, including address updates and data cleanup
- Using Excel or Google Sheets for donor analysis, reporting, and internal dashboards
- Prospect research and management
- Supporting donor acknowledgment and timely communication

## Event & Campaign Support

This role will assist with communications and outreach for fundraising events and campaigns, including:

- Event promotion and marketing
- Setup and coordination of ticketing and sponsor pages
- Communications support in collaboration with the Development and Finance teams
- Ensuring alignment with community-centric fundraising principles

### Team Collaboration & Supervision

Responsibilities include:

- Supervising interns and volunteers with clear task direction and accountability
- Collaborating proactively with staff across departments to align messaging and development efforts
- Communicating progress, challenges, and capacity needs in a timely and solutions-oriented manner
- Contributing to a respectful, feedback-rich, and mission-aligned team culture

## Working at Lighthouse Immigrant Advocates

Lighthouse Immigrant Advocates (LIA) is a nonprofit in West Michigan offering low-cost immigration legal services through a three-pronged model: holistic case management, community education, and advocacy. As the only nonprofit organization on the Lakeshore focused solely on immigration legal services, LIA has grown steadily over the past ten years in response to community needs.

We believe that Michigan's large immigrant population adds to our communities' vibrant cultural and ethnic diversity and generates forward momentum in our communities and economy. Our work is rooted in welcoming, including, and supporting immigrant communities with dignity and respect.

Employment with LIA is both exciting and deeply relational. We are a family-friendly organization that understands family obligations sometimes must come before work obligations (within reason). LIA offers flexible scheduling when possible and does not discourage employees from bringing their children to the office when necessary.

LIA hires based on experience, skills, and mission alignment. We welcome candidates from a variety of educational and professional paths, including first-generation professionals and those whose lived experience informs their work.

LIA is an equal opportunity employer and does not unlawfully discriminate on the basis of race, religion, creed, gender identity, sexual orientation, national origin, age, disability, marital status, veteran status, or any other status protected by law. We are committed to diversity, equity, and inclusion both within the organization and in the broader community. Whenever possible, we make reasonable accommodations for qualified individuals with disabilities in accordance with applicable law.