

FOREIGN POLICY

FOR AMERICA

Title: Communications Associate

Status: Exempt

Reports To: Executive Director

Location: Washington, DC (In-Person)

About Us: Foreign Policy for America (FP4A) is a national organization advocating for principled American engagement in the world. Together with our members and partners, we promote sound policies, hold elected officials accountable for their votes and actions, and help elect champions for our values. The Foreign Policy for America family of organizations includes FP Action Network, our federal political action committee, and Foreign Policy for America Foundation, our 501(c)(3) educational arm.

Compensation: Compensation will be tailored to reflect the candidate's unique skill set and experience, within a salary range of \$40,000 - \$60,000. Overall compensation includes a highly competitive benefits package, comprising of 100% employer-paid health, dental, and vision insurance; 401K program with matching contributions; paid parental leave; unlimited paid time off; and more.

Position Description: Foreign Policy for America (FP4A) seeks a highly motivated Communications Associate to assist our team's communications efforts including managing FP4A's daily and weekly newsletters and supporting the organization's social media, event promotion, and other related activities.

Key Responsibilities for Communications Associate:

- Draft and distribute a morning newsletter Monday-Friday
- Compile the Weekly newsletter on the events and stories expected to drive news coverage
- Assist with content development and management of FP4A's social media
- Support editing of written material including press statements and messaging guidance
- Pitch press statements and media advisories and act as a liaison between FP4A and reporters
- Develop and oversee content for FP4A's website to maintain a consistent brand and tone and raise the organization's profile
- Manage FP4A's CRM and oversee email communications through EveryAction to FP4A members and supporters
- Support events through outreach, digital promotion, and logistical support
- Spearhead new initiatives to engage and grow our grassroots membership
- Contribute to organization-wide planning and fundraising
- Assist with other projects as assigned

In addition to the key responsibilities outlined above, the Communications Associate will contribute to organization-wide strategic planning and assist with other duties as assigned.

Requirements: Successful applicants will be kind, collaborative individuals with outstanding written and digital communication skills, and an interest in U.S. foreign policy and politics. While

the listed requirements below have been beneficial for communications staff in the past, we value diverse experience and skills. If you feel you would excel in this position despite not meeting all requirements, we encourage you to apply.

- 1-4 years (12-48 months) of professional experience. Internships and student government experience are counted as 50% (i.e. 4-mo internship = 2 mos of experience).
- Strong writing skills are a must
- Previous social media and related digital experience highly desired
- Track record of successful collaboration within team environments
- Demonstrated commitment to FP4A's values and vision of principled American engagement in the world
- Familiarity and comfort level with foreign policy and political issues
- Experience with WordPress and EveryAction is preferred but not required
- Experience with Adobe Suite and Canva is preferred but not required

To Apply: Send a cover letter, resume, and two social media or digital samples to info@fp4america.org with "Communications Associate" in the subject line no later than Friday, November 22, 2025. Interviews will be scheduled on a rolling basis until the position is filled.

Foreign Policy for America is committed to inclusion and recognizes diversity as a strategic asset to our team and our community. As an equal opportunity employer, FP4A does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

Visit our website at www.FP4America.org/Jobs.