



## Communications Coordinator/Lead

The Communications Coordinator is responsible for supporting and executing external communications through the creation and implementation of messaging and content across all Hugh Lane programs and platforms, with the goal of increasing reach and impact within the communities we serve. This role collaborates closely with program staff and leadership to develop original, mission-centered content and to support agency initiatives, including attending and coordinating outreach programming as needed. The Communications Coordinator plays a key role in ensuring communications are clear, consistent, and community driven across channels, while managing communications tasks in a collaborative, fast-paced nonprofit environment. This is a full-time role reporting to the Directors.

### Communications

1. Implement Hugh Lane's communications plan with support from the ED & Directors
2. Create content, including video, for use on all agency platforms to engage clients
3. Develop materials for marketing programs and increasing stakeholder participation
4. Support and coordinate media engagement on behalf of the agency
5. Update and utilize agency distribution lists
6. Execute agency posting schedules
7. Research new and emerging opportunities to engage audiences
8. Develop planning and approvals for content creation and prioritization with leadership
9. Identify opportunities to create and share messaging with key stakeholders
10. Implement best practices for engaging our target audiences and communities
11. Create annual campaign materials and visuals
12. Utilize external partners and stakeholders to extend our messaging reach
13. Collaborate with program staff to source stories and content that reflect our work
14. Ensure consistency in messaging and visual identity across all external communications

### Teamwork & Outreach

1. Represent the organization at assigned meetings and community events
2. Attend and support relevant agency events
3. Support stakeholder engagement opportunities, including with advisory boards
4. Leverage agency resources and distribution channels to engage stakeholders
5. Assist in planning and prep for relevant outreach events
6. Develop and manage relationships with vendors to support communications initiatives
7. Collect data and generate reports on communications goals and deliverables
8. Work collaboratively with the Director to accomplish annual goals

**The Ideal Candidate will:**

- Have an understanding of gender, sexuality and health disparities impacting the HIV/AIDS and LGBTQ+ communities.
- Have an understanding of racism at the systemic and individual level and be able to work toward improving practices in all of their work
- Be comfortable with outreach and engagement with our communities
- Work effectively both individually and as part of a team
- Be trauma informed and employ harm reduction practices
- Have attention to detail and organization skills
- Balance and effectively triage multiple competing demands
- Be open and willing to creatively solve problems
- Flexibility to work in a variety of locations in community and across our office locations
- Uplift and support our mission of health equity with our LGBTQ+ and HIV communities
- Provide Act 33/34 and FBI clearances prior to starting\* (paid for by Hugh Lane)
- Hold a Bachelor's Degree in communications or a related field

Candidates should email their interest with any supporting documentation, including: resume, previous employment, lived, volunteer or educational experiences to: [admin@hughlane.org](mailto:admin@hughlane.org)

Hugh Lane is an Equal Opportunity Employer and is committed to recruiting, hiring, supporting, and promoting a diverse workforce. We believe that differences at the intersections of identities will lead to a stronger, more innovative team, producing effective results for the communities we serve. We strongly encourage individuals with diverse backgrounds to apply.  
Salary Range: 48-56k with benefits

\*While we are required to obtain clearances upon offer of employment for all staff, involvement with the justice system that disproportionately impacts Black people, People of Color and LGBTQ+ communities is not an automatic reason for disqualification. There are few instances of disqualification, including a person who is registered or required to be registered on a sex offender registry or a person who has been convicted of murder or aggravated assault as outlined in the Pennsylvania Child Welfare Protective Service Law.