



The Communications Specialist advances Hugh Lane's mission by developing and implementing communications that educate, engage, and connect the communities we serve through the Foundation's programs and services. Working collaboratively with the Leadership Team, this position develops and manages organizational communications across digital and print platforms while ensuring messaging remains engaging and aligned with Hugh Lane's mission and key priorities in service of our LGBTQ+ and HIV communities.

The Communications Specialist partners across all departments to create compelling stories, educational content, and organizational communications that strengthen community engagement, support fundraising efforts, increase awareness of services, and amplify the Foundation's impact. This is a full time role with benefits reporting to the Directors.

Organizational Communications

1. Implement the Foundation's annual communications plan in collaboration with the Executive Director and Leadership Team.
2. Develop, create, and manage content across communications platforms, including social media, website, newsletters, digital, video, photography, and print materials.
3. Develop communication materials supporting programs, community engagement initiatives, fundraising campaigns, organizational priorities, and special events.
4. Produce the Foundation's annual report and other organizational publications in collaboration with leadership.
5. Maintain consistency in messaging, branding, and visual identity across all tools.
6. Coordinate communication calendars and content planning.
7. Research emerging trends, platforms, and best practices to increase engagement with our stakeholders
8. Utilize communications analytics to evaluate engagement and make recommendations

Teamwork & Outreach

1. Collaborate with Hugh Lane staff to identify stories and collaboration opportunities
2. Attend and support agency events, and outreach activities to develop content
3. Work with external vendors to support communications projects
4. Support organizational communications and special projects
5. Work collaboratively with the leadership team to advance annual goals
6. Support stakeholder engagement opportunities, including with advisory boards

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

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.