

HARVARD LAW SCHOOL

Human Resources

Job Title, Department: Communications Coordinator, International Human Rights Clinic

FLSA Status: 55, non-exempt

Reports to: Assistant Director, International Human Rights Clinic

Job Summary: The International Human Rights Clinic (IHRC) at Harvard Law School seeks a Communications Coordinator to spearhead the production of our communications efforts, coordinating the Clinic's digital and social media strategy and content. The role will work collaboratively with the Clinic's staff to produce the Clinic's social media, website/blog, and print communications with the goal of increasing the visibility, understanding, and impact of the Clinic within the law school and the broader global human rights community. The Communications Coordinator will help develop and implement our communications strategy, amplifying the Clinic's work by generating content for media channels appropriate to our various audiences, and will write, edit, and post substantive content. Although this is initially a temporary hire, it may become a permanent position based on Clinic's needs and available funding.

Job Specific Responsibilities

As a Communications Coordinator, you will:

- Maintain the Clinic's website and associated web and social media channels, and create compelling content to highlight clinical achievements, promote the IHRC's work, and advance the IHRC's advocacy goals.
- Amplify the publication of clinical reports, events, and other clinical accomplishments by producing a blend of media outputs including tweets; Instagram and Facebook posts; Facebook live events; blog posts; a digital newsletter; and event posters.
- Advise and work with clinical faculty and staff, students, and project teams on media and communications opportunities related to their work, and generate stories for publication.
- Monitor Harvard University, law school, partner organization, and related media for opportunities to engage key audiences and provide IHRC thought leadership.
- Cultivate relationships within the Harvard community, with external reporters, and with other key dissemination channels for media placement opportunities and collaboration.
- Monitor, analyze, and report on communications-related analytics.
- Coordinate with the Human Rights Program (as well as HLS Advocates for Human Rights and the Harvard Human Rights Journal) about social media postings and story placement as necessary.

Basic Qualifications:

Five years of professional experience in communications or a related field.

Additional Qualifications

We are looking for people who are/have:

- A demonstrated track record of producing quality written and social media content and of managing various digital platforms, including content management systems such as Wordpress and social marketing and outreach tools such as Twitter, Instagram, Facebook, MailChimp, and Medium, as well as web analytics, and tools for tracking and boosting content reach.
- Experience adapting and translating content for different audiences, and using a variety of storytelling tools and techniques to shape advocacy and frame messages.
- Experience working with press, working in a university setting, and/or working in a social justice setting.
- Outstanding judgment, ability to work both collaboratively and independently, can-do attitude, familiarity or interest in human rights issues, and a strong desire to affect change in the world.
- Familiarity with some set of the following:
 - Media production including photography, audio and video including includes tools such as DSLR and smartphone cameras, microphones, and video cameras;
 - Basics of graphic design, illustration, or video/audio/photo editing, including software such as Adobe InDesign, Photoshop, Illustrator, Premiere, Lightroom, and Acrobat.

The duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FOR HR USE:

JOB CODE	FLSA STATUS	GRADE	REVISION DATE
402042	Non-exempt	55	9/17/2021

Required Background Checks (as applicable: *identity, education, license, criminal, credit [includes criminal]*) Learn more about [University background screening](#), view a [summary](#) of the Harvard guidelines and use this [checklist](#) to determine the background checks required. Use *red font* to indicate which background checks apply to this position.