Coordinator I (Communications Coordinator) Light-Hire
Harvard Humanitarian Initiative

The Harvard Humanitarian Initiative (HHI) is a university-wide academic and research center in humanitarian crisis and leadership. HHI is based at the Harvard T.H. Chan School of Public Health Department of Global Health and Population (GHP) and is affiliated with the Department of Emergency Medicine at Mass General Brigham (MGB). As an Inter-Faculty Initiative, HHI collaborates closely with all Harvard Schools and Harvard Teaching Hospitals and is the primary humanitarian outreach arm of Harvard University. The mission of the Harvard Humanitarian Initiative is to create new knowledge and advance evidence-based leadership in disasters and humanitarian crisis. HHI was founded in 2005, currently operates 20 projects and consists of over 50 staff, faculty, affiliated experts, students, visiting scientists, and collaborators. HHI's aim is to promote interdisciplinary dialogue in pressing humanitarian issues, advance the science and practice of humanitarian response worldwide, and improve the lives of communities in war, conflict, and natural disasters.

Job Summary

The Harvard Humanitarian Initiative is seeking a proactive, organized, and creative Communications Coordinator (Light-Hire, 14 hours per week) to manage HHI's communications. Reporting directly to the HHI Executive Director, this position is part of the HHI core administrative team. Key responsibilities include managing communication efforts including social media platforms, website, newsletter, HHI-wide webinars, annual reports, and other digital and storytelling elements and supporting HHI-wide events. This role provides a unique opportunity to play a key part in advancing HHI's broader communications efforts and outreach throughout the Harvard and MGB ecosystem. The ideal candidate will possess strong organizational, communication, and technological skills, demonstrating a proactive approach to managing both routine tasks and special projects.

Position Description

The successful candidate will demonstrate strong independent work skills, effectively managing multiple priorities in a fast-paced environment with minimal supervision. With a focus on collaboration and communication, the candidate will engage with a diverse range of internal and external stakeholders, including faculty, staff, students, and other partners at HSPH, MGB, and the Harvard ecosystem, to advance the mission of HHI.

Duties and responsibilities include, but are not limited to, the following:

Digital Communications & Social Media (50%)

- Manage day-to-day posting, scheduling, and monitoring of HHI social media accounts (LinkedIn, Facebook, Instagram, YouTube, etc.).
- Develop and maintain an editorial calendar aligned with HHI priorities, program milestones, and global humanitarian events.

- Create high-quality digital content, including graphics, short videos, captions, and visual storytelling aligned with HHI's brand.
- Track and analyze social media performance using analytics tools to inform future strategy.
- Coordinate with program teams to collect updates, stories, and media assets for distribution.

Newsletters, Website & Internal Communications (25%)

- Produce and distribute HHI's quarterly newsletters through platforms such as Constant Contact, Mailchimp, or comparable tools.
- Draft, edit, and format content, ensuring accuracy and consistency with HHI's messaging and brand guidelines.
- Manage website, mailing lists, distribution groups, and communication workflows.
- Support development of internal communications materials, announcements, and updates.

Webinars & Event Communications (25%)

- Coordinate planning, promotion, and execution of HHI webinars, virtual and in-person events, including creating flyers, scheduling, invitations, Zoom or Teams logistics, guest lists, room reservations, and post-event follow-up.
- Provide administrative and technical support during webinars and events (such as guest check-in, screen sharing, recordings, Q&A moderation).
- Maintain digital archives and organize event media assets (videos, transcripts, materials).

Basic Qualifications

- 2+ years of experience in communications, marketing, digital media, or related fields.
- Proficiency in Microsoft Office, Google Suite, Team Dropbox, Slack, Zoom, and social media management software (e.g., Buffer, Hootsuite)
- Strong written, verbal, and presentation communication skills
- Excellent collaboration skills across time zones and geographic locations
- Flexible and adaptive to changing priorities and deadlines
- Self-motivated and able to work both on a team and independently

Additional Qualifications and Skills

- Experience with newsletter platforms (Mailchimp, Constant Contact) preferred.
- Experience with basic graphic design or media tools (Canva, Adobe Creative Suite, or comparable).
- Familiarity with humanitarian aid, global health, or international development is helpful

Work Format Details
14 hours per week

This is a hybrid position that is based in Massachusetts. Occasional presence at the HHI office or Harvard campuses may be required. Additional details will be discussed during the interview process. All remote work must be performed within one of the Harvard Registered Payroll States, which currently includes Massachusetts, Connecticut, Maine, New Hampshire, Rhode Island, Vermont, Georgia, Illinois, Maryland, New Jersey, New York, Virginia, Washington, and California (CA for exempt positions only). Certain visa types and funding sources may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

The compensation range for this role $27.45 - $42.87 hourly, based on experience.