



Position title: Communications Coordinator
Position type: Temporary, part-time
Hourly wage: \$30
Benefits: This position is not eligible for benefits
Location: Flexible (remote, in-person, or hybrid)
Hours: 8-16 hours per week
Term: November 1, 2024 through January 31, 2025
Closing Date: Open until filled

WHO WE ARE:

The [Hepatitis Education Project \(HEP\)](#) is a Seattle-based 501(c)(3) nonprofit agency committed to providing support, education, advocacy, and direct services for people affected by hepatitis and helping raise hepatitis awareness. Our programs include Prevention and Outreach, Medical Case Management, Medications for Opioid Use Disorder Treatment, Correctional Health, and Policy and Advocacy. Through these programs, HEP serves people at risk for or living with viral hepatitis, with a focus on disproportionately impacted communities including people experiencing homelessness; people who inject drugs; individuals serving time in jails/prisons and those with a history of incarceration; and immigrant and refugee communities.

JOB OVERVIEW:

The Communications Coordinator is responsible for managing and implementing key aspects of HEP's communications with a focus on newsletters, email communications, website, and social media.

RESPONSIBILITIES:

- Partner with program teams to develop and publish 3 monthly newsletters, focusing on formatting, editing, and managing the back end.
- Monitor and compile metrics on engagement, subscribers, and readership, and inform strategies to increase.
- Manage and make updates to the website.
- Manage internal weekly update.
- Support program teams to prepare and publish targeted email communications and press releases.
- Partner with program teams to post regularly on social media.

DESIRED QUALIFICATIONS:

- A strong commitment to public health, health equity, and harm reduction.
- Two or more years working/volunteering in a communications role at a non-profit organization.
- Ability to work with self-direction and flexibility in an environment that encourages collaboration across teams.
- Experience with content management systems (social media scheduling, email platform management, etc.).
- Basic graphic design skills – ideally comfortable using Canva and Adobe Creative Suite.
- Experience with WordPress.

This job posting is an overview of the position's scope but is not a comprehensive list of skills, efforts, duties, or responsibilities associated with the position.

People of color, LGBTQ-identified folks, and individuals whose lived experience has been affected by drug use, viral hepatitis, HIV, homelessness or unstable housing, and/or incarceration are strongly encouraged to apply.



To apply, please send your resume to resumes@hep.org. Applications with work samples will be given priority.

For questions, please contact the Hepatitis Education Project at 206-732-0311 or resumes@hep.org.