



**Communications Manager**  
**Center for Health Law & Policy Innovation (CHLPI)**  
**Harvard Law School**

**Job Summary:**

Reporting to the Senior Advancement Officer, the Communications Manager works closely with the Center for Health Law and Policy Innovation (CHLPI) of Harvard Law School's leadership and management team to develop and implement strategic communications, outreach, and marketing initiatives that promote legal and policy research, advocacy, and education efforts for both CHLPI's Food Law and Policy and Health Law and Policy Clinics. This position will focus on managing digital media strategies with day-to-day oversight and management of CHLPI's social media, website, newsletters, and press and media initiatives. This position is eligible for remote work arrangements. The salary range for this position is \$69,404 - \$113,558 (salary grade 56: <https://hr.harvard.edu/salary-ranges>). For more information about the Center for Health Law and Policy Innovation please visit <https://chlpi.org/>

**Job Specific Responsibilities: *As the Communications Manager, you will:***

- Collaborate with CHLPI leadership to develop and manage the implementation of CHLPI's strategic communications plans and marketing projects, for both internal and external audiences.
- Be responsible for the day-to-day maintenance and management of CHLPI's primary website and affiliated microsites, social media platforms, and newsletters, including developing and monitoring editorial calendars; managing and updating listservs and contact lists; developing and sourcing fresh, multi-media content; updating websites; crafting social media posts and newsletter content; gathering and analyzing analytics; and creating strategies to increase digital media traffic and reach intended audiences.
- Support the development and implementation of a strategic plan for media outreach and promotion of CHLPI activities. Conduct outreach, respond to, and manage relationships with press and media contacts. Draft press and media materials such as interview talking points, press releases, and op-eds.
- Organize CHLPI colleagues around communications initiatives, such as planning and facilitating the CHLPI Communication Committee, and coordinating Committee projects and responsibilities.
- Collaborate with colleagues to align CHLPI's communications and development strategies and contribute to the administrative success of CHLPI.
- Manage CHLPI's branding and design strategy, and other relevant collateral, and liaise with design consultants and firms.
- Maintain up-to-date knowledge of Harvard University and Harvard Law School communications policies and practices, such as for digital accessibility, proper use of branding, and style guides. Ensure that CHLPI communications efforts comply with these policies.
- Provide communications-related event support, such as event promotion and marketing, leading digital media during events, and coordinating event video needs.
- Contribute to other CHLPI communications-related needs as they arise, such as for student communications and outreach, and funder and partner commitments.

**Basic Qualifications:** Bachelor's degree or equivalent experience. Five or more years of related experience in communications, publishing, or related field.

**EEO Statement:** We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

**For full position details and to apply visit <https://hr.harvard.edu/search-jobs>  
and search for Job Requisition #62845BR.**