CENTER for HEALTH LAW and POLICY INNOVATION
HARVARD LAW SCHOOL

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www.chlpi.org

Part-Time Communications Consultant (Design & Digital Focus)
Center for Health Law and Policy Innovation

The Center for Health Law and Policy Innovation (CHLPI) of Harvard Law School is seeking a **Part-Time (Less Than Half Time) Communications Consultant (Design & Digital Focus)**. The consultant will work closely with and under the supervision of CHLPI's Communications Manager to provide hands-on support for social media execution and monitoring, newsletter and website content support, media database/metrics maintenance, and basic graphic design, The consultant will add critical executional capacity and will help ensure CHLPI maintains a consistent, high-quality digital presence.

For the purposes of this hire, the work will encompass CHLPI as a whole, which includes both the Food Law and Policy Clinic, and the Health Law and Policy Clinic. For more information about CHLPI please visit: http://www.chlpi.org/**www.chlpi.org**

Overview of the Project / Need:

CHLPI's communications work amplifies the Center's health law and food law and policy advocacy, research, and teaching by:

- Promoting reports, blogs, and resources;
- Elevating CHLPI's participation in events, convenings, and awareness campaigns;
- Engaging policymakers, partners, funders, students, and community stakeholders through digital channels; and
- Communicating the impact of CHLPI's work on advancing health and food equity and social justice.

Part-Time Communications Consultant (Design & Digital Focus) tasks:

Working under the supervision and direction of the Communications Manager, the consultant will provide:

• Graphic Design Support

- Design reports, infographics, event promotion flyers, visual assets for social media, and other print and digital communications assets as needed.
- Work within existing CHLPI branding and templates, adapting designs based on Communications Manager feedback.

• Social Media Support

- Assist in developing and maintaining a social media content calendar for CHLPI's channels, in collaboration with the Communications Manager that reflects new publications, events, and organizational priorities.
- Implement regular and consistent posting across major platforms (e.g., LinkedIn, X/Twitter, Instagram, Bluesky, etc.) based on content and priorities set by the Communications Manager.
- Implement strategic social media campaigns under the direction of the Communications Manager, which may include drafting and scheduling our social media content tailored to each platform and organizing the relevant communications pieces of the larger campaign.
- Monitor key accounts and conversations, flagging opportunities for strategic engagement (e.g., retweets, quote posts, replies) for the Communications Manager's review and guidance.
- Execute pre-planned social media activities related to specific awareness days, campaigns, reports, and events.

• **Media Database & Metrics Support**

- Maintain and regularly update CHLPI's media/press mentions database following established formats and guidance.
- Assist in gathering and organizing communications metrics (e.g., social media engagement, email performance, basic website indicators as available).

• **Newsletter & Website Support**

- Provide backend support for the design, formatting, and distribution of CHLPI email newsletters using SALSA Engage (or similar platforms), based on copy, segmentation, and timing determined by the Communications Manager.
- Support with uploading reports, blogs, resources, and other content to the CHLPI website, ensuring accuracy and timely posting.
- Coordinate with the Communications Manager to keep select web pages current and with fresh content and aligned with CHLPI priorities and campaigns.

• **General Communications Support**

- Assist with other related CHLPI communications tasks, as needed and as appropriate to the role.

Desired Qualifications

We are looking for people who have:
• Proficiency with **Graphic Design Tools** and a strong eye for design, layout, and visual

storytelling.
• Demonstrated experience managing or supporting **social media** for an organization, institution, campaign, or initiative.
• Strong writing, editing, and proofreading skills, with attention to detail and tone.
• Strong organizational and time management skills, with the ability to balance multiple tasks and deadlines.
• Comfort working both independently and collaboratively, and responding well to feedback and direction.

Preferred (but not required):

• Experience with **SALSA Engage** or similar email/advocacy platforms such as Mailchimp and EveryAction.
• Experience updating website content using a **Content Management System** such as WordPress or Drupal.
• Familiarity with social media and web analytics tools and basic reporting (e.g., native platform insights, Google Analytics).
• Prior experience in nonprofit, academic, public health, public interest law, or policy advocacy environments.
• An interest in health, social justice, and/or law and policy, and enthusiasm for translating these topics for broader audiences.

Location: USA – 100% Virtual (all remote work must be performed within a state in which Harvard is registered to do business: CT, MA, ME, NH, RI, VT, GA, IL, NJ, NY, MD, VA, and WA).

Expected Hours Per Week: Part-time, up to a maximum of 14 hours per week, with some flexibility for work hours to be completed outside of business hours.

Hourly Rate: $30–35, with potential for a higher rate depending on experience.

Start Date: Fall 2026

End Date: This hire is planned for a one-year term from start date with potential for renewal, subject to project funding and need.

To Apply: Please send your CV and samples of your work to chlpi@law.harvard.edu, Subject Line: Part Time Communications Consultant