



Hartford International University is seeking a Communications Coordinator

Hartford International University for Religion and Peace, a 187-year-old institution with programs that focus on interreligious dialogue and peacebuilding, is seeking an energetic and motivated Communications Coordinator to join a committed team. Diversity, equity, and inclusion have been part of our DNA for decades, and we are committed to building a diverse and inclusive staff to support our diverse student body and constituents. Hartford International is an equal opportunity employer.

Hartford International is in the midst of an exciting process of strategic change: redesigned academic programs, new partnerships, and emerging centers. In 2021, we changed our name from Hartford Seminary to Hartford International University for Religion and Peace (HIU) to better represent our longstanding mission as a place that builds community and works toward peace through interreligious understanding.

Position Overview

The Communications Coordinator is a new position that will report directly to the Director of Communications. Professional development is a priority for this growing communications team. In-person work is required, so candidates should live within commuting distance to Hartford or be willing to relocate.

Major Responsibilities

- Produce day-to-day content for website, social media, magazines, newsletters (written and visual)
- Help manage website
- Manage social media channels
- Produce weekly student newsletter
- Manage Google Adwords grant account
- Other duties, as assigned

Qualifications

We are seeking a candidate with excellent writing skills, a positive attitude, and the willingness to learn. Experience with social media, photography, and video appreciated. Knowledge of Adobe Creative Suite would be a plus. Experience and college degree preferred.

Applications and Nominations

To apply or nominate a candidate, please contact humanresources@hartfordinternational.edu. If applying, a resume and cover letter are required. Only candidates who are selected for interviews will be contacted.