



# HRFN

Human Rights  
Funders Network

## Communications Support Consultant – Remote (6-month contract, part-time)

### About HRFN

For almost 30 years, Human Rights Funders Network (HRFN) has brought funders together to collaborate, strategize, and advance the field of global human rights grantmaking. Today, we are crafting an HRFN that relentlessly builds toward justice, works with love, and continues to serve as a space for funders to strategize together and with movements.

### Description

HRFN is looking for a part-time communications support consultant to participate in review of content, copyediting, social media support, and more. This is an opportunity to contribute to HRFN's efforts to build and leverage influence and visibility to support the human rights movements globally.

This is a **six month part-time contract position**. HRFN is a global remote team, so we are looking for someone who can take the initiative to reach out when they need help and troubleshoot issues as they arise. This role requires a dedicated and detail-oriented person who can manage multiple tasks with little oversight. We are also looking for someone who can be a team-player with a willingness to learn and adapt to shifting priorities.

- **Start Date:** End of July 2023, for a duration of six month
- **Hours:** 20 hours/week, hours and work dates are flexible. HRFN has a Monday-Thursday work week.
- **Location:** Remote, HRFN is a global remote team with staff located on four continents. Please note the person in this role will be occasionally required to attend HRFN's weekly staff meeting and conference meeting which are currently scheduled Tuesday's from 10:30am-Noon ET.
- **Compensation:** USD \$22 an hour. This is an independent contractor position so does not include any benefits.
- **How To Apply:** Please fill out the [following form](#)
- **Application Deadline:** 15 June 2023, 11:59 PM Eastern Time.

### **Essential Job Duties and Responsibilities:**

- Help draft communications (newsletter portions, email outreach, etc) as needed.
- Update and generate content for organization website using WordPress including approving and posting resources, events and jobs.
- Develop social media content, update calendar, and conduct quantitative and qualitative analytics on social media usage.
- Proofread and copy edit communications and other internal HRFN documents.
- Coordinate with external designers and developers to keep design materials and website up-to-date.
- Use Google Analytics to conduct an analysis of website usage.
- Provide ad-hoc support for other communication-related project work, such as research reports and microsites.

### **Qualifications:**

- Strong writer and proven skills in copyediting in English;
- Experience presenting content for social media platforms (Instagram, Facebook, Twitter, LinkedIn);
- 1-3 year of experience communications or marketing, ideally with a focus on philanthropy;
- Interest in human rights, philanthropy, non-profit management or related fields;
- Proficiency with Google Workspace and MS Excel;
- Mailchimp and WordPress experience;
- Highly dependable with ability to be flexible on day-to-day tasks;
- Excellent problem-solving skills, and attention to detail;
- Ability to work well independently with little oversight and take initiative to ask for assistance when needed, but also work effectively within a team;
- Bilingual, Spanish-English, a plus.

The consultant will be contracted by Panorama Global, Human Rights Funders Network's fiscal sponsor. Panorama Global is a US nonprofit corporation that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. We know that representation matters in the workplace and with our partners; to that end we are committed to a hiring process grounded in equity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, citizenship or immigration status, national origin, genetic information, gender identity, gender expression, sexual orientation, marital status, veteran status, political ideology, the presence of any physical, mental, or sensory disability, age, or any other status or characteristic protected by federal, state, or local law.