



Communications Coordinator Position Announcement

The LGBTQ Religious Archives Network (LGBTQ-RAN) is seeking a part-time Communications Coordinator to plan, implement and coordinate the communications and outreach initiatives of LGBTQ-RAN. The Communications Coordinator will confer with team members to prepare an annual communications plan designed to grow LGBTQ-RAN's constituency, increase participation in its programs, and help build upon its diversity in multiple dimensions, including race and ethnicity, gender identity, faith tradition, and age. The plan must integrate diverse media, including email newsletters and correspondence, social media postings, connections with partner groups and webinar programs. The person in this position will collaborate with other team members to ensure the timely and strategic implementation of the communications plan and will provide metrics and periodic evaluation of progress toward meeting the goals of the plan.

Responsibilities include:

- Preparing, designing and writing e-newsletter and other regular email communications to constituents;
- Helping maintain the LGBTQ-RAN website, making sure that it is up to date and attractive;
- Planning regular postings on social media, largely Facebook and Instagram;
- Overseeing production of annual report;
- Designing digital publicity graphics;
- Managing monthly online webinars: rehearsing with presenters; directing the live program and editing the final recording;
- Coordinating production of the annual online GALA celebration as major fundraising initiative;
- Corresponding with kindred groups on promotional and outreach initiatives;
- Ensuring maintenance of contact lists used for outreach.

Skills needed:

- Strong writing and editing skills (knowledge of Chicago and AP styles required) ;
- Strong and creative graphic design skills (knowledge of Photoshop, Illustrator or similar software a plus);
- Experience in Zoom webinar management;
- Video and audio editing;
- A work style that is collaborative, strategic, organized, and efficient;

The Communications Coordinator will be supervised by the Executive Director and work in collaboration with the LGBTQ-RAN personnel team. The Communications Coordinator will participate in LGBTQ-RAN online staff meetings every three weeks. This is a contract position with an average of ten hours a week and will be compensated with an hourly rate in the range of \$34-\$36. This is a remote position and the person will provide their own work space and equipment for online research and work.

Since LGBTQ-RAN amplifies the voices and stories of diverse groups within LGBTQ religious movements, we are seeking applications from members of diverse communities and traditions. Women, people of color, and LGBTQ+ people are strongly encouraged to apply.

Interested persons can send a cover letter and resume as email attachments to LGBTQ-RAN Administrative Assistant Ellen Huffman at ellen@lgbtqreligiousarchives.org by May 4, 2026. Candidates should indicate education and/or experience related to communications and LGBTQ religious history.

LGBTQ-RAN is an equal opportunity employer. Our policy prohibits unlawful discrimination based on race, color, creed, gender, gender identity, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, veteran status, citizenship status, height, weight or any other consideration made unlawful by federal, state, or local laws.

3/27/2026