Communications Coordinator (part-time, temporary)

Organization: Write Pittsburgh
Location: Virtual (Preference given to Pittsburgh-based applicants)
Position Type: Part-time, grant-funded (1099 contractor)
Compensation: $25/hour
Hours: Approximately 20 hours/month
Deadline to Apply: January 22, 2026 - However, the role may be filled sooner if we find the right candidate!

About Write Pittsburgh

Write Pittsburgh is a nonprofit dedicated to helping writers of all backgrounds discover their voice and share their stories. We offer workshops for teens and adults across Pittsburgh and online, covering a wide range of genres, skills, and creative practices.

Our programs reach writers wherever they are — in community spaces, classrooms, recovery programs, and jails. We believe storytelling is a tool for healing, growth, and liberation, and we create spaces where people can write honestly, build confidence, and find community.

We center creativity, joy, and belonging, welcoming both emerging writers and those who never thought they were writers at all. Across all ages and backgrounds, we uplift voices that are too often overlooked and help writers experiment, express themselves, and grow.

Before applying, please please feel free to check out the [About Us](#) page on our website to learn more about our values, who we are as an organization, and determine if this might be a good fit.

Position Overview

Write Pittsburgh is seeking a Communications Coordinator to support our marketing and communications efforts. This role focuses on translating our programs and events into clear, compelling, and visually engaging content that helps writers and community members find us, sign up, and stay connected.

The Communications Coordinator will manage event listings, create simple graphics, produce our monthly newsletter, and schedule social media content across platforms. This is ideal for someone who is organized, creative, and comfortable working independently with light oversight.

Responsibilities

- Assist with creation of marketing calendar
- Create graphics for programs, events, and promotions
- Post and manage events in our ticketing system (Humanitix)
- Schedule reminder emails for participants
- Produce and send Write Pittsburgh's monthly email newsletter & other emails to mailing list as needed
- Schedule and manage social media posts across platforms
- Maintain a consistent voice and visual identity across communications
- Updating website content as needed
- Adding events, fundraising campaigns, and open calls for submissions to online platforms
- Assist with creation of other marketing materials as necessary
- Coordinate with staff to gather program details, deadlines, and content

Qualifications

- Experience with digital communications, social media, and basic graphic design
- Experience with tools such as Canva, MailChimp, SquareSpace (website content), Humanitix (similar to Eventbrite), and Buffer (scheduling app)
- Organized, deadline-oriented, and detail-driven
- Ability to translate program information into clear, accessible messaging
- Strong written and verbal communication skills
- Ability to create eye-catching, professional graphics and other materials
- Familiarity with arts, nonprofit, or community-based organizations is a plus
- Self-starter with ability to adhere to deadlines and quick turnaround times

Additional Details

- This is a fully remote position with preference given to Pittsburgh-based applicants.
- The workload for this role may fluctuate depending on organizational needs or other factors such as the time of year.
- Flexible scheduling but should be able to respond to emails during the typical workday (Mon-Fri 9am-5pm) in order to maintain efficient communication with the Executive Director and Program Manager.

- This is a grant-funded role through June 2026, with potential extension through December 2026 pending funding and performance.

How to Apply

Please submit the following to info@writepittsburgh.com:

- A brief statement of interest
- A resume or CV
- At least two examples of marketing-related design (ex: flyers, social media graphics, etc)

Submissions that are generated using AI software will not be accepted.

Due to the volume of applications, please do not reach out to inquire about application status. If there is a good fit, we will be in touch with the next steps!

Equal Opportunity

Write Pittsburgh actively welcomes applicants from ALL backgrounds. ***We strongly encourage candidates from historically marginalized communities to apply, even if you do not meet every listed qualification,*** and especially encourage facilitators who reflect the lived experiences of the people we serve.

We look forward to welcoming new people to the team who share our passion for fostering creativity and building a vibrant, inclusive writing community!