



JOB VACANCY ANNOUNCEMENT	
DATE:	October 1, 2026
POSITION:	Communications Specialist (Part-Time)
SCHEDULE:	Monday – Friday / 20-25 hours per week
PAY RATE:	\$27.50-28.50 per hour
DEADLINE TO APPLY:	Until filled

Position Summary:

The Harrisburg Housing Authority (HHA) is seeking a part-time Communications Specialist to support internal and external communications and maintain a professional, timely, and consistent public presence.

The Communications Specialist will manage day-to-day social media activity, update website content, assist with media inquiries, develop organizational communications, and highlight HHA programs, residents, employees, events, partnerships, and community initiatives.

The position works closely with the Executive Director & CEO and HHA departments to ensure communications are accurate, appropriate, consistent, and aligned with organizational priorities. The successful candidate will demonstrate excellent writing skills, sound judgment, professionalism, creativity, responsiveness, and the ability to communicate effectively with diverse audiences.

Essential Duties and Responsibilities:

- Manage HHA's day-to-day social media presence, including developing, scheduling, and publishing engaging and informative content.
- Monitor social media platforms and respond to routine questions, comments, and messages; escalate sensitive or complex matters appropriately.
- Develop content that promotes HHA programs, services, residents, employees, community partnerships, events, accomplishments, and initiatives.
- Maintain HHA's website by posting and updating news, announcements, events, notices, employment opportunities, and other approved information.
- Coordinate with HHA departments to obtain accurate and timely information for website and communications materials.
- Monitor and appropriately route media inquiries in coordination with the Executive Director's Office.
- Assist with press releases, media advisories, talking points, statements, newsletters, resident communications, public notices, flyers, presentations, and other materials.
- Track significant media inquiries and coverage involving HHA.
- Assist with communications for community events, resident activities, public meetings, and special initiatives.
- Gather photographs, stories, and other content from HHA departments and properties and maintain an organized library of approved digital assets.
- Maintain consistent HHA branding, tone, and messaging across communications platforms.
- Assist with communications calendars, content schedules, and engagement reports.
- Obtain appropriate approvals before publishing official or sensitive information.
- Maintain confidentiality of resident, personnel, organizational, and operational information and exercise sound judgment when communicating on behalf of HHA.
- Attend occasional evening or weekend events or meetings when communications support is needed.
- Perform other duties and special projects as assigned.



Required Knowledge, Skills and Abilities

- Excellent written and verbal communication skills.
- Strong writing, proofreading, editing, and copywriting abilities.
- Experience managing social media and creating digital content.
- Ability to communicate professionally with residents, employees, community partners, public officials, members of the public, and the media.
- Strong organizational skills and ability to manage multiple priorities and deadlines.
- Sound judgment, attention to detail, and commitment to accuracy.
- Ability to work independently while maintaining effective communication with HHA leadership and staff.
- Familiarity with website content management systems and digital communications tools.
- Basic knowledge of photography, graphic design, video, or other multimedia content is preferred.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Education and Experience

An associate degree from an accredited college or university in communications, journalism, public relations, marketing, or a related field is preferred. An equivalent combination of education, training, and relevant professional experience may be considered.

Working Conditions

The position primarily involves sedentary office work and requires effective communication in person, by telephone, and electronically. Occasional travel to HHA properties, community events, meetings, and other locations may be required. Evening and weekend work may occasionally be necessary.

How to Apply

Interested candidates must submit a resume and letter of interest via email to:
vinam@harrisburghousing.org