



Job Description: Digital Communications Coordinator

Full-time, Exempt

Fully remote (anywhere in the U.S.)

Applications open: June 2, 2026

Anticipated start date: August 10, 2026

Salary and Benefits

\$65,000-\$75,000 annually, commensurate with experience.

The Alliance also provides all full-time staff with a generous benefits package that includes medical, dental, and vision insurance coverage, a 401(k) with employer contributions, generous PTO, and paid holidays.

About the Organization

[The Alliance for Higher Education in Prison](#) (the Alliance) is a national organization that builds and supports the field-wide infrastructure needed to advance access to and excellence in higher education in prison and through reentry. The Alliance serves as a convener and resource hub for the field, bringing together practitioners, researchers, policymakers, and system-impacted individuals to strengthen practice, share knowledge, and support coordination across a rapidly evolving landscape. Grounded in a commitment to centering the leadership and expertise of currently and formerly incarcerated people, the Alliance works to amplify voices, mobilize resources, and support the continued growth of the field.

Position Overview

The Digital Communications Coordinator will help the Alliance tell the story of higher education in prison, translating complex work into compelling, accessible content that honors the voices and experiences at the center of this field. This position plays a key role in maintaining the Alliance's digital presence.

The Digital Communications Coordinator reports to the Communications Director and supports the entire Alliance team on day-to-day operations and program implementation. This includes playing a critical role in two annual events hosted by the Alliance: the in-person convening that takes place each spring, the National Conference on Higher Education in Prison (NCHEP); and the virtual convening that takes place each fall, the Incarcerated Scholars Conference (ISC).

This position will also serve as a production lead for a four-year grant-funded narrative infrastructure project that launched in late spring 2026. This project will build public, institutional, and policy support for higher education in prison by capturing and sharing the stories of people closest to this work. The Digital Communications Coordinator will be responsible for leading end-to-end content production, managing the full cycle from interview outreach through archiving, including scheduling, tracking, vendor coordination, consent and release compliance, and regular reporting.

This role is ideal for someone who is both technically skilled and deeply thoughtful about narrative, audience, and ethical storytelling.

Key Success Factors

- Commitment to social justice, anti-racism, and abolition, particularly in support of incarcerated and formerly incarcerated individuals
- Ability to work independently, manage multiple priorities, and problem-solve under tight deadlines in a fast-paced, remote setting; self-starter
- Available to work occasional evenings, weekends, and travel as needed
- Interest in learning and growing at a nonprofit organization with a tightly-knit, small team

What We Value

- Thoughtful media over flashy content
- Collaboration and curiosity
- Accessibility, care, and attention to power and voice

Key Responsibilities

Video & Multimedia Production

- Work with external contract partners and/or Alliance team members to:
 - capture high-quality photos and video for projects and events
 - edit photo and video content for digital platforms (e.g., reels, clips, highlights/teasers, explainers) using Adobe Photoshop and Premiere Pro, or similar tools

- Schedule and lead interviews of constituents for projects and special events, following consent guidelines and trauma-informed interview protocols
- Create and adapt graphics for social media, event and program promotions, web content and more, using Canva and Adobe Illustrator, or similar tools
- Monitor production progress using shared trackers, asset libraries, and content classifications

Social Media Posting & Engagement

- Draft, schedule, and publish content across the Alliance’s social media channels using social media management tools (the Alliance currently uses Sprout Social)
- Ensure visual and written content is consistent and in alignment with brand and style guidelines
- Engage thoughtfully with followers and partners

Website Content Publishing Support

- Build and publish web pages and content updates in the Alliance’s Webflow content management system
- Manage incoming external requests to publish content on website “bulletin boards” related to news, events, and jobs
- Format content with an attention to detail around clarity, readability, and consistency

Collaboration & Field Engagement

- Assist in listserv moderation and organizational inbox management
- Work closely with long-term contract partners and vendors (including our designer and event production partners) to coordinate workflows and support programs, events, and initiatives across the organization
- Draft and format newsletters, announcements, and other digital communications around conferences, webinars, and community gatherings
- Stay informed about conversations and trends in higher education in prison and related fields

Skills and Qualifications

Required

- 2 or more years of experience in digital communications, social media, or multimedia storytelling roles (nonprofit preferred)
- Strong proficiency in visual graphics production, photo editing, and video editing
- Technologically savvy, with high-level proficiency of Microsoft Office, Google Workspace, Adobe software, and Canva; the ability to learn new software quickly

- Comfort with creating and posting content to a variety of social media platforms. High-level proficiency in LinkedIn, Instagram, and TikTok preferred. The Alliance also has Facebook and Bluesky accounts.
- Ability to update and publish content using a web-based content management system (e.g. WordPress, Webflow)
- Sensitivity to ethical storytelling, as well as tone, clarity, and audience in all media
- Versatile communication skills (written, verbal, and interpersonal), with the ability to interact effectively with individuals at all levels and from diverse backgrounds
- Experience moving multiple assets through a defined production workflow on deadline, using project trackers, content calendars, or similar tools

Preferred

- Lived experience with the criminal legal system
- Knowledge of the higher education in prison landscape or adjacent fields
- Experience working with historically excluded or marginalized populations

Educational Background

No degree is required for this position; however, we work closely with people who are pursuing degrees and navigating the challenges that come with higher education, specifically while incarcerated. Because of this, any experience within a university setting—whether as a student, faculty member, or admin staff—is especially valuable and welcomed.

Statement of Non-Discrimination

The Alliance for Higher Education in Prison is a 501(c)3 and an equal opportunity employer committed to a diverse and inclusive workforce. No employee or applicant will face discrimination or harassment based on: race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity or presentation, disability status, veteran status or former incarceration status. **We strongly encourage people who have been directly impacted by the criminal legal system to apply.**

How to Apply

To apply, please complete [this online application](#).

Be prepared to share the following:

- **Resume (file upload)**
- **Short-answer questions:**
 - Why are you interested in this role at the Alliance, and what does "thoughtful media over flashy content" mean to you? (120 words max)

- Describe a time you turned complex or sensitive material into clear, accessible content. What did you do to honor the people involved? (120 words max)
- **Portfolio pieces:**
 - a short-form video you edited (file upload or URL)
 - a graphic created for social media and/or website (file upload or URL)
 - 1-3 social media accounts you've managed (handle(s), platform(s), and dates)