



Director of Marketing and Communications – Full Time Position

Washington, D.C. Office

Position Summary

The USHCC is searching for a Director of Communications and Marketing to lead its communications, marketing, and media initiatives to strengthen brand visibility and engagement across audiences. This hands-on leadership role manages day-to-day project execution — from campaign planning and social media strategy to media relations and creative production — ensuring alignment with organizational goals and values.

The ideal candidate is a strategic communicator, creative storyteller, and skilled project manager who thrives in a collaborative environment.

Key Responsibilities

- Develop and implement integrated communications and marketing plans to elevate the USHCC brand.
- Lead and manage projects through digital, print, programs and event marketing channels.
- Oversee social media strategy, content creation, and engagement analytics across major platforms.
- Coordinate media relations — draft press releases, manage media lists, and cultivate relationships with journalists and partners.
- Produce newsletters, marketing collateral, and digital campaigns that advance the USHCC's mission and highlight members and programs.
- Manage communications vendors, designers, and interns to deliver quality, on-time projects.

Qualifications

- Bachelor's degree in communications, marketing, journalism, or related field.
- 5–7 years of experience in communications, marketing, or media relations, preferably in a nonprofit or mission-driven setting.
- Proven ability to manage multiple projects, deadlines, and stakeholders.
- Strong writing, editing, and digital content creation skills.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.

- Experience with Microsoft 365, Adobe Creative Suite, Canva, Asana, Constant Contact or comparable platforms along with digital and social media management tools.
- Bilingual (Spanish/English) and familiarity with Hispanic business culture preferred.

Benefits

- Generous medical, dental, and vision insurance package.
- Paid federal holidays.
- Paid time off (PTO).
- 401K.
- Cell phone allowance.

USHCC is committed to providing equal employment opportunities (EEO) to all employees and qualified applicants without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, political affiliation, genetics, disability, age, veteran status, or any other basis protected by law.

For consideration, please submit your cover letter, resume and a writing sample to careers@ushcc.com.

About USHCC

The United States Hispanic Chamber of Commerce champions the growth and success of America's small businesses, with our mission focused on the more than 5 million Hispanic-owned businesses that contribute over \$800 billion to the U.S. economy each year. We advocate for a network of more than 260 local chambers and business associations and proudly partner with over 100 major American corporations to empower and support small businesses nationwide. Programs, services and events of the USHCC are proudly available to all businesses. For more information, please visit www.ushcc.com.