



**JOB ANNOUNCEMENT:
Coommunications Assistant, Applied Economics Clinic**

The Global Development And Environment Institute, affiliated with Tufts University, is an interdisciplinary research institute dedicated to promoting a better understanding of how societies can pursue their economic and community goals in an environmentally and socially sustainable manner. GDAE is independently funded by grants from government and private foundations to pursue its mission through original research, policy work, publication projects, curriculum development, conferences, and other activities.

POSITION DESCRIPTION

The Communications Assistant will work with an economist from the [Applied Economics Clinic](#) to help maintain and expand outreach efforts. Job duties will include: make updates to Squarespace website, update social media platforms, maintain email subscriber database in MailChimp, and other projects as assigned.

This part-time position is open for the summer, and hours per week are flexible. Hourly rate will be \$12-15/hour. Competitive hourly rate depending on experience and skills.

QUALIFICATIONS

- Graduate or undergraduate student in any related field
- Proficiency with Microsoft Office and Adobe suite (especially Photoshop and InDesign)
- Experience working with social media; experience with social media analytics preferred
- Knowledge of HTML/CSS
- Good writing skills are essential; samples of written work will be requested
- Good candidates should have references demonstrating that they are detail oriented, reliable, and able to do independent work

TO APPLY

Send resume, cover letter, writing sample, spreadsheet sample and references to liz.stanton@tufts.edu. Please indicate if you have work-study award at Tufts.

Applications preferred by 4/30/2018 for summer positions. Applications that are received sooner will be reviewed earlier. May consider additional applicants on a rolling basis.

This posting will be removed from the [GDAE website](#) when the position is filled.