JOB ANNOUNCEMENT:
Communications Assistant – Summer & Fall 2015

The Global Development and Environment Institute (GDAE), affiliated with Tufts University and the Fletcher School of Law and Diplomacy, is an interdisciplinary research institute dedicated to promoting a better understanding of how societies can achieve their economic and community goals in an environmentally and socially sustainable manner. GDAE pursues its mission through original research and publications, curriculum development, conferences, and other activities.

POSITION DESCRIPTION
The Communications Assistant will work with GDAE’s Outreach Coordinator to help maintain and expand our outreach efforts. Job duties will include: respond to emails sent to GDAE’s general account, design flyers and outreach materials, assist with event planning, update social media accounts, track media mentions, update email outreach list in MailChimp, help prepare a weekly GDAE News email in MailChimp, and other projects as assigned.

This is a flexible 6-10 hrs/week position. Pay will be $10-12/hour depending on experience. The start date is flexible (it could begin as early as March), but a commitment through the Fall 2015 semester is required. An ideal candidate will have work-study funding and also be available for the Spring 2016 semester.

JOB QUALIFICATIONS
- Undergraduate student
- Organized, responsible, and detail oriented individual
- Previous office and/or communications experience
- Proficiency with Microsoft Office and Adobe suite (especially Photoshop)
- Experience working with social media; experience with social media analytics preferred
- Knowledge of HTML/CSS preferred

TO APPLY
Send a resume and cover letter to Erin.Coutts@tufts.edu. Please indicate if you have work-study status at Tufts and how long you can commit to working with GDAE.

Applications will be considered on a rolling basis. This posting will be removed from the GDAE website when the position is filled.