Yale School of Forestry & Environmental Studies
Job Description

YCELP Fellow

Job Summary:
The Yale Center for Environmental Law and Policy (YCELP), a joint undertaking between the Yale School of Forestry & Environmental Studies and the Yale Law School, seeks to incorporate fresh thinking and analytically rigorous decision-making tools into environmental law and policy.

The YCELP Fellow will report to two managers: 1) the YCELP Faculty Director, Professor Dan Esty; and 2) the YCELP Associate Director, Lisa Dale. The Fellow’s time will cover a range of responsibilities including managing Dan’s schedule and communications, organizing YCELP events, and contributing to the spectrum of YCELP projects.

Essential Duties:
• On behalf of the YCELP Faculty Director, manage all aspects of his work both within and outside of the Center including project management, research and logistical support, budget management, coordination with YCELP staff and partners, and management of student participation.
• Perform substantial research, writing, and editing for both Directors including proofreading content for publications, articles, and journals for content, style, grammar, and factual accuracy.
• Write a wide variety of sensitive and high-level materials. Track copy through various editing and production stages.
• Develop and manage execution of comprehensive, strategic communications plan to promote and disseminate information to many stakeholders including the YCELP advisory board, donors and project partners.
• Implement strategies for public relations efforts by providing research and logistical support including drafting talking points and carefully coordinating details of public appearances (e.g. keynote addresses, conferences, meetings, etc.).
• Serve as liaison to partners both within and outside of the Yale School of Forestry and Environmental Studies including organizing, facilitating, and participating in meetings, conference calls, etc.
• Contribute to the design, organization, and maintenance of the Center’s website.
• Other duties as assigned.

Education & Experience:
Bachelor’s degree in a related field (environmental studies, environmental science, political science, etc.) required; graduate degree welcome.
Skills & Abilities:

- Exceptional writing and communications skills.
- Strong organizational and analytical skills.
- An ability to juggle multiple duties at once, to work independently or as part of a team and occasionally under pressing timelines.
- Robust research skills and ability to find and analyze materials in a comprehensive and systematic manner.
- Knowledge of, and keen interest in, environmental law and policy.
- Superb interpersonal communication skills and demonstrated ability to communicate with varied stakeholder groups in a timely and appropriate manner.

Schedule & Compensation:

- This is a full-time (37.5 hrs/wk) position for a one - two year period. Occasional travel and work on weekends and evenings may be required.
- Salary is competitive and includes a rich benefits package through Yale University.

Application Guidelines:

- Please apply through the Yale STARS system online: (Req. # 36669)
- Application deadline is May 1, 2016.
- The position will begin over the summer. Official start date flexible.
- Questions? Ask lisa.dale@yale.edu