

Yale Center for Environmental Law and Policy

The Yale Center for Environmental Law and Policy (YCELP) seeks to hire a Fellow for a term of between 10 months and 2 years. A joint undertaking between the Yale School of Forestry & Environmental Studies and the Yale Law School, YCELP's mission centers around incorporating fresh thinking, innovative policy tools, and analytically rigorous decision-making into environmental protection efforts at the local, state, national, global, and corporate scales.

The YCELP Fellow will work directly with YCELP Faculty Director, Professor Dan Esty and YCELP Associate Director, Lisa Dale.

The Fellow's time will cover a range of responsibilities including managing Professor Esty's schedule and communications, organizing YCELP events, and contributing to the spectrum of YCELP projects.

1. Manages all aspects of the YCELP Director's 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 projects and engagement.
2. Performs substantial research, writing, and editing for the Director including proofreading content for publications, articles, and journals for content, style, grammar, and factual accuracy.
3. Envisions, creates and writes a wide variety of sensitive and high-level written materials. Tracks copy through various editing and production stages.
4. Develops and manages execution of comprehensive, strategic communications plan to promote and disseminate information to many stakeholders including the YCELP advisory board, donors and project partners.
5. Implements strategies for public relations efforts for the Director by providing research and logistical support including drafting talking points and carefully coordinating details of public appearances (e.g., keynote addresses, conferences, meetings, etc.).
6. Serves 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.
7. Coordinates the Director's administrative support staff to ensure timely and proper completion of administrative tasks including travel booking, scheduling, expense reimbursement, etc.
8. Contributes to the design, organization, and maintenance of the Center's website.
9. Other duties as assigned.

Required skills:

1. Exceptional writing and communication skills
2. Strong organizational and analytical skills

March, 2017

3. Robust research skills and ability to find and analyze materials in a comprehensive and systemic manner
4. Knowledge of, and keen interest in, environmental law and policy
5. Superb interpersonal communication skills and demonstrated ability to communicate with varied stakeholder groups in a timely and appropriate manner

Please note that this position is intended for entry-level professionals with a bachelors or masters degree. It is not a good fit for advanced scholars.

To apply, please visit the Yale employment page and submit materials through the site.
Requisition # 42164BR