



Yale School of Forestry & Environmental Studies
Job Description

Associate Director
Yale Center for Environmental Law & Policy

General Purpose

The Yale Center for Environmental Law & Policy advances fresh thinking and analytically rigorous approaches to environmental decision-making across disciplines, across sectors, and across boundaries. A longstanding, joint initiative between the Yale School of Forestry & Environmental Studies (FES) and the Yale Law School (YLS), the Center serves as a locus for connection and collaboration by all members of the Yale University community who are interested in environmental law and policy issues.

The Associate Director oversees the programmatic, research, and administrative functions of the Center in coordination with the Faculty Director.

Essential Duties

1. Reporting to the Director, serve as the day-to day leader of the Yale Center for Environmental Law & Policy, responsible for the development and execution of the programs and projects of the Center.
2. Develop and facilitate programmatic activities (e.g., research projects, scholarly articles or policy white papers, speaker series, workshops, and conferences).
3. Oversee administration of the Center, including its budgets and finances, accounts, operations, staff, and student research assistants.
4. Manage the Center's and the Director's research projects.
5. Serve as a liaison to the Center's external advisory board. This responsibility includes periodic reports to the group and individual contact on an ongoing basis.
6. In consultation with the development offices of the Yale Law School and the Yale School of Forestry & Environmental Studies, play a leading role in helping the Center's Faculty Director raise funds for the Center by identifying potential funders, drafting proposals, and stewarding existing funders.
7. Oversee the Center's outreach activities and materials. This includes developing, implementing, and managing social media, websites, blogs, podcasts, brochures, newsletters, and any research-related publications.
8. Hire, train, and supervise Center staff and student research assistants. Analyze personnel needs and allocate appropriate resources on an ongoing

basis. Identify and pursue opportunities for staff and student development and training.

Education and Training

1. Master's degree or JD in an environmental field and three to five years of experience in environmental policy, or the equivalent combination of education and experience.
2. Management and administrative experience is strongly preferred.

Skills and Abilities

1. Top-notch writing and editing abilities, particularly in regard to policy materials.
2. Superior oral communication skills.
3. Excellent interpersonal skills for effective, positive interactions inside and outside of Yale.
4. Strong leadership, negotiation, organizational, and management skills.
5. Team player with ability to work well with staff, faculty, and students.
6. Ability to work successfully in a fast-paced and rapidly changing environment.
7. Capacity to act independently and in coordination with a diverse team of colleagues.

Start Date: July 15, 2017

To Apply

Submit an application through the Yale STARS system. Req. #43045BR