



## **Research Assistant: Communications**

A joint initiative of Yale Law School and the Yale School of Forestry and Environmental Studies, the Yale Center for Environmental Law and Policy (YCELP) seeks to advance fresh thinking and analytically rigorous approaches to environmental decision making – across disciplines, sectors, and boundaries. The Center is hiring a student research assistant to help with communications efforts for the 2018 spring semester.

The position is responsible for several tasks:

- Help produce the quarterly newsletter using the Campaign Monitor platform, collecting pieces from students and faculty and distributing it to our mailing lists;
- Promote YCELP events through various channels, work with partners both on and off campus to add their events to our website, update our calendar, and create digital announcement materials;
- Manage our social media outlets, including Twitter and Facebook, attending relevant Yale events and following national and international news to update content;
- Attend YCELP sponsored events, and contribute to our blog and podcast series when opportunity allows;
- Work with Center staff on other duties as assigned.

**Requirements:** Strong writing, editing, and research skills. Must be a self-starter and an independent worker, with very strong attention to detail. Experience with social media a plus. Pay will be at established Yale rates, commensurate with experience.

The position will require about 10 hours per week; hours are generally flexible. To apply, please send a resume and cover letter to [ycelp@yale.edu](mailto:ycelp@yale.edu).

For more information about the Center, visit [www.yale.edu/envirocenter](http://www.yale.edu/envirocenter) or [www.epi.yale.edu](http://www.epi.yale.edu).