



## Research Assistants: 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 decisionmaking – across disciplines, sectors, and boundaries. The Center is hiring two student research assistants to help with communications efforts at least for the fall semester and perhaps the full 2017-2018 academic year.

The position is responsible for several tasks:

- Produce our quarterly newsletter using the Campaign Monitor platform, collecting pieces from students and faculty and distributing it to our mailing lists;
- Promote YCELP events through our 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;
- Develop and distribute a weekly summary of upcoming events to our electronic mailing list;
- 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).