Communications Research Assistants

The Yale Center for Environmental Law & Policy, a joint undertaking between Yale Law School and Yale School of the Environment, advances fresh thinking and analytically rigorous approaches to environmental decision-making across disciplines, sectors, and scales. In addition to its research activities, the center also aims to foster discussion and collaboration across the Yale campus on environmental law and policy issues at the local, regional, national, and global levels. Its recent projects include the biennial Environmental Performance Index (http://epi.yale.edu), which ranks countries on performance indicators tracked across policy categories covering both environmental public health and ecosystem vitality, as well as initiatives on Sustainable Finance, Trade and Climate Change, Rethinking Environmental Protection for the 21st Century, Corporate Sustainability, and Global Climate Governance.

We seek one or more research assistants to support the Center’s ongoing efforts to communicate complex science and policy information to decisionmakers in government, business, the NGO community, and beyond.

The work will include:

• Design and execute a comprehensive communications strategy for the Center, with a special focus on promoting a forthcoming book *Values at Work: Sustainable Investing and ESG Reporting*

• Produce newsletters and bulletins to update partners, targeted audiences, and the public on the Center’s research agenda. Promote and report on Center and Yale events through various channels

• Manage the Center website, CRM system, and social media outlets, including Twitter and Facebook

• Administer the Center’s “On the Environment” podcast series utilizing the resources of the Yale Broadcast Studio and access to high profile visitors to FES and the Yale Community more broadly

• Assist as a member of the Center’s staffing team with other projects as assigned

Requirements: Applicants should have strong writing, editing, and research skills. We seek a “self-starter” and an independent worker with very strong attention to detail. The essential requirement of this role is the flexibility to respond rapidly to both anticipated and unexpected research and operational demands in support of the Center’s agenda combined with the ability to produce superior written work. Experience with social media, CRM, and web content management systems 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 a short statement of interest to timothy.mason@yale.edu.

For more information about the Center, visit www.yale.edu/envirocenter or www.epi.yale.edu.