Description
The YCFC Communications Assistant supports the public engagement arm of the Center, collaborating with staff and contributors to develop and distribute media, promote YCFC projects to the public, and manage and execute various communications projects. The position requires an attitude of flexibility and readiness for problem solving, careful attention to detail, clarity in communication, and an ability to meet reasonable and regular deadlines. It may be performed in-person or online.

Responsibilities include but are not limited to:
- Supports general YCFC communications and public engagement activities
- Regularly communicates with YCFC staff, primarily the Assistant Director for Public Engagement
- Acts as a production assistant for podcast and video projects
- Copyedits and proofreads communications deliverables
- Edits podcast and video transcripts
- Performs website maintenance and upkeep, including posting content, making corrections, adding or removing pages, and other miscellaneous website duties
- Researches contributors, collaborators, and other connections for YCFC research, teaching, and public engagement projects
- Supports management of YCFC social media channels, including writing, editing, posting, and tracking for Facebook, Twitter, Instagram, and YouTube
- Supports with logistics, administration, and project management for a variety of YCFC projects

Reporting
YCFC communications assistants report to the Assistant Director for Public Engagement (Evan Rosa / evan.rosa@yale.edu)
Requirements

- Standard compliance with Yale student worker guidelines and policies
- Yale College, Yale Divinity, or Yale Graduate student
- Access to a computer
- Willingness to download and use specified computer applications (to be determined per project)

Hours

5-15 per week
Flexible schedule
Remote work acceptable

Rate

$15/hour

How to apply

Send your resume and a brief email to Evan Rosa (evan.rosa@yale.edu). Describe your interest in working for YCFC and how you hope to contribute and benefit from your work experience.