**YCEJ Communications and Events Associate**

**Who can apply?**

Currently enrolled YSE or YLS graduate students or Yale undergraduate students

**Key Information**

5-10 hours/week

Fall semester 2021

Paid position $15.15/hour

Weekly commitment to meet with YCEJ event planning team members

Must be available in-person on Friday, October 29, 2021 to support the Global EJ Conference

**Position Overview**

The Yale Center for Environmental Justice, led by Professor Gerald Torres, seeks a team of communications and events associates to amplify YCEJ’s goals through supporting effective communications and dynamic and engaging events during the fall semester. A joint undertaking between Yale School of the **Environment** and Yale Law School, YCEJ is committed to catalyzing partnerships and expanding interdisciplinary research, teaching, and practice in environmental justice, strengthening institutional capacity to empower frontline communities to lead change. Our communications and events are essential to advancing these goals.YCEJ is looking for communications and events coordinators with the ability to connect this broader purpose with the small details that come together to make a meaningful experience.

The event coordinators will work closely with YCEJ staff and the Global Environmental Justice conference planning team chaired by Gerald Torres and co-sponsored by the Yale Center for Climate Change and Health. Past conferences have drawn panelists and participants from around the globe. This year’s conference, *Toward a Just Recovery: Global Systems in Transition* will explore what a just recovery looks like in energy and food systems and perspectives from researchers and practitioners for how to get there.

YCEJ will also be partnering with Centers, Programs, Learning Communities and others to host programming focused on engagement with local groups actively involved in environmental justice work.

**Principal Responsibilities**

The YCEJ Communication and Events Associate will work collaboratively with other YCEJ communication and events team members to support YCEJ’s goals for fall programming.

Responsibilities include but are not limited to:

Global EJ Conference Planning

* Assist with positive, responsive, and clear conference communication including coordinating with presenters and registered attendees
* Draft conference promotions and attendee information for website, social media, posters, list-serves and mailing lists
* Coordinate with student volunteers to organize event support including virtual participation
* Assist with logistical support for hybrid event planning including increasing accessibility, assisting with Zoom platform, coordinating with vendors and travel arrangements
* Support network engagement including communicating with institutional partners, students at Yale and beyond, and organizational partners
* Use project management tools and processes for tracking and documentation
* Assist with conference follow up including conference debrief, archiving, and reports

Fall New Haven-Focused Programming

* Contribute to framing events and selecting speakers in close collaboration with YCEJ faculty, staff, and partners. Collaborate closely with co-hosting centers, programs, and learning communities to identify shared goals for programming.
* Perform outreach activities and organize the logistics and communications of events to promote shared goals including event accessibility
* Establish a communication plan with partners to cross-promote events with a coherent frame
* Develop short profiles to highlight the work of local partners involved in YCEJ programs and events
* Coordinate with community partners to support social media posts or other communication to promote events with their community members as needed.
* Other tasks as assigned by YCEJ staff

Communications

* Website development including event promotion and archiving, supporting YCEJ staff in additional website roll out phases
* Manage newsletter including curating content and coordinating with contributors
* Establish social media presence to communicate YCEJ’s priorities, highlight internal and external partners, promote events, and direct users to website-based resource
* Other tasks as needed

**Preferred Skills and Qualifications**

* Interest in environmental justice
* Enthusiasm for event planning and hosting convenings
* Excellent communication skills
* Ability to work well as a member of a team
* Experience with hosting virtual or hybrid events via Zoom or other online platforms.
* Video and audio editing
* Experience with social media
* Excellent organization skills attention to detail
* Experience with any of the following preferred: Dropbox, Zoom, Drupal and/or Campus Groups.

**How to apply:**

*Please apply via the Student Employment website,* [*www.yalestudentjobs.org*](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.yalestudentjobs.org%2F&data=04%7C01%7Ckristin.barendregt-ludwig%40yale.edu%7Cb4e7a3b5fea44f9105a808d9510c8955%7Cdd8cbebb21394df8b4114e3e87abeb5c%7C0%7C0%7C637629936543866027%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=nKZK%2FA4As2pnXmhWdXVhT5GAxyLVfnmccvAdtEWRygA%3D&reserved=0)*, and use the search engines to find the position. You may also sign up for “Jobmail,” whereby you will receive a notification each time a new job matching your criteria is posted. You may fill out an on-line application for all on-campus jobs.*