**Communications Assistant Position Description**

**Graduate Program on the Environment**

**Reports To***:* Assistant Director

**Hours:** 5-10 hours a week when class is in session. This position lasts for as long as the student is enrolled at Evergreen, depending on job performance.

**Compensation:** $12/hour; may be paid through work-study funds depending on student eligibility

**Start Date:** September 19, 2016 (tentative)

**Qualifications:**

* Must be an MES student who is enrolled for at least 2 credits in fall, winter and spring 16/17. Someone who will be a student through 17/18 is preferred.
* Excellent writing skills
* Excellent communication skills – phone, email and in-person; comfortable contacting people you don’t know.
* Experience with Adobe InDesign and Photoshop (or similar) preferred
* HTML or blogging/web design experience preferred, especially with WordPress
* Social media experience preferred (Facebook, Twitter, Instagram, LinkedIn)
* Interest or experience in promotional videos, interviews, etc. for web
* Organized and detail-oriented
* Flexible and able to work with minimal direction, yet able to ask questions to clarify the task at hand
* Quick learner, able to take initiative

**Job Duties:**

* Responsible for maintaining MESsages blog using WordPress, which requires writing weekly posts, interviewing people, asking students for contributions.
* Design and distribute quarterly one-pager newsletter using LucidPress.
* Work with MES Assistant Director to update Facebook, Instagram, Twitter, and LinkedIn (alumni) accounts; work on getting more ‘likes’ and ‘followers.’
* Maintain and update social media and communications plan for MES with Assistant Director
* Create videos or other interactive media for MES website to increase student recruitment
* Add MES events to campus and community event calendars
* Communicate through social media to prospective students
* Other web-related outreach duties as assigned

**How to apply:**

* Submit a resume and cover letter to Heather May, MES Assistant Director by May 9, 2016, 8am PST. Please email [mayh@evergreen.edu](mailto:mayh@evergreen.edu). Interviews will be held the weeks of May 9 and/or 16 by skype or in person.