

## **Outreach & Communications Assistant Position Description**

### **Master of Environmental Studies**

**Reports To:** Assistant Director

**Hours:** 10 hours per week when class is in session. This position lasts for as long as the student is enrolled at Evergreen.

**Compensation:** \$13.50/hour; paid in part or fully through work-study funds depending on student eligibility.

**Start Date:** Negotiable. Ideal start is late August or beginning of September, 2020.

#### **Qualifications:**

- Must be an MES student who is enrolled for at least 2 credits in fall, winter and spring 2020-2021.
- Excellent writing skills
- Excellent communication skills – phone, email and in-person
- 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

#### **Preferred Qualifications**

- Web design experience
- Social media experience (Facebook, Twitter, Instagram, LinkedIn)
- Interest or experience in developing outreach materials for the web such as promotional videos, interviews, blog posts, etc.

#### **Job Duties:**

- Responsible for maintaining MES Blog using Drupal, which requires writing weekly posts, interviewing people, asking students for contributions
- Work with MES Assistant Director to update Facebook, Twitter, Instagram and LinkedIn accounts with relevant MES content and content from community partners
- Maintain and update social media and communications plan for MES with Assistant Director and MES Program Assistant
- Create videos or other interactive media for MES website to increase student recruitment
- Communicate with prospective students through phone, zoom, and email
- Attend outreach and recruitment events with Assistant Director and Program Assistant: Graduate Fairs, Conferences, etc. when needed.
  - Note: Outreach events will occur through virtual platforms during the pandemic, no large, in-person fairs or events will be attended while it is unsafe to do so
- Other web-related outreach duties as assigned

#### **How to apply:**

- Submit a resume and cover letter with your interest to Averil Azar, MES Assistant Director by July 24th, 2020, 8pm PST. Please email application materials to [averil.a.azar@evergreen.edu](mailto:averil.a.azar@evergreen.edu). Interviews will be held the week of August 3<sup>rd</sup> and/or 10th.