

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Part-Time Communications Associate (On-campus position)

Context

The Columbia Center on Sustainable Investment (CCSI), a joint center of Columbia Law School and Columbia Climate School at Columbia University, works to strengthen the sustainable development potential of international investment, and to ensure that international investment is mutually beneficial for investors and the citizens of recipient countries. We develop and disseminate practical approaches to maximize the benefits of international investment for sustainable development—and to minimize its harms—by conducting rigorous research, providing policy analysis and advisory services, offering educational programs, developing tools and resources, and fostering multi-stakeholder dialogue and knowledge-sharing. More details at ccsi.columbia.edu.

CCSI now seeks a **Part-Time Communications Associate**. The position will be responsible for managing and implementing CCSI's communications efforts, including digital and social media, media and stakeholder outreach, and working closely with CCSI researchers and support staff to develop communication strategies and assist with dissemination and outreach.

Main responsibilities:

- Work with CCSI research and operational colleagues to identify the key audiences to be influenced; develop a communications strategy for reaching these groups, including a menu/portfolio of communications options (for example: short written resources, workshops, blogs); and support the execution of outreach activities
- Synthesize research findings and other material for communications purposes, and in collaboration with CCSI research and operational colleagues, adapt existing material for different audiences and purposes.
- With input from Research Staff, develop and implement a dissemination strategy for CCSI products and announcements, including direct outreach to targeted stakeholders, press releases and targeted engagement with journalists, identifying relevant sponsors and partners, preparing social media posts, and other strategic outreach.
- Develop media lists and assist program teams with cultivating relationships with editors, journalists and bloggers to ensure strong position presence in relevant media outlets.
- Lead CCSI's social media campaigns (including Twitter and Linked In), including by creating a process and calendar for generating content, and engaging with like-minded partners and using appropriate strategies to increase visibility.
- Support content generation for CCSI's website and newsletter.
- Provide communications support prior, during and after project events.
- Monitor progress of communications activities against donor contracts.

QUALIFICATIONS

- BA required
- 5-7 years of previous work experience in communications, marketing or journalism
- Proven ability to write about complex subjects in simple, direct and effective language across diverse audiences and platforms.
- Previous experience writing about Sustainable Investment, Sustainable Development, Investment Policy or similar topics is strongly preferred.
- Ability to work collaboratively with multiple staff on concurrent projects, deliver high-quality work on short deadlines, and adapt to changing project demands and unplanned opportunities.
- Creativity to present CCSI deliverables in a manner that is far-reaching and impactful.

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- Ability to respond to and integrate feedback from both peers and supervisors; ability to communicate feedback to individuals and teams in a clear and productive manner.
- Fluency with digital platforms on both web and mobile devices
- Intellectual capacity to think strategically in a fast-paced environment; understand multiple perspectives; learn about new topics; problem solve and develop responsive solutions under changing circumstances.

Compensation

Commensurate with experience; students encouraged to apply.

Contact

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