Part-time or Work/Study Event Planner
This part-time position (5-10 hours per week) reports to the Associate Dean for Diversity and Inclusion at the Friedman School of Nutrition Science and Policy. The main responsibility will be to plan diversity, equity, and inclusion (DEI)-related events for the Friedman School community. Activities will include all aspects of event planning such as gathering information, identifying special guests, securing a location, and promoting events. The Event Planner will also consider how to integrate DEI into existing Friedman School events and activities. Applicants should have good attention to detail, creativity, and strong communication, organization, problem-solving, and networking skills. To apply or for more information, please contact Sara Folta, sara.folta@tufts.edu.