Tufts University
Food Aid Quality Review Phase III Program (FAQR)

Position Title: FAQR Communications Research Assistant

*If interested, please email your resume and cover letter to: lindsey.green@tufts.edu by Monday, March 25th.

Background:

The United States Agency for International Development’s (USAID) Office of Food for Peace (FFP) awarded the Food Aid Quality Review Phase III contract to Tufts University’s Friedman School of Nutrition Science and Policy for the period covering February 1, 2016 to January 31, 2019 with two option years. The Food Aid Quality Review (FAQR) seeks to provide USAID and its partners with actionable recommendations on ways to improve nutrition among vulnerable people for whom the direct distribution of food aid can make a significant impact. The first phases of FAQR involved reviews of nutrition science; FAQR Phase I recommendations were published in Improving The Nutritional Quality Of U.S. Food Aid: Recommendations For Changes To Products And Programs.

FAQR Phase III will conclude phase II activities, while also responding to additional (new) USAID/FFP priorities. FAQR Phase III will focus on generating links between research on food product formulation with recommendations on cost-effective programming and policy-level action among national and multilateral institutions engaged in food assistance. Tufts will work closely with several key domestic and international collaborators, the United States Agency for International Development (USAID), The United States Department of Agriculture (USDA), and with United Nations (UN) partners, all of whom are committed to strengthening the evidence base for use of specialized food products for targeted nutrition goals.

Learn more at: www.foodaidquality.org

Position Overview:

The FAQR Communications Research Assistant will work closely with the FAQR Project Manager to ensure effective sharing of project outputs and other communications activities. The RA’s responsibility will be to assist in the implementation of FAQR Phase III’s strategic communication plan. This will include:

- Maintenance of the FAQR website, including upkeep of the website’s resource library and ensuring content is regularly updated to highlight FAQR activities
- Internal Communications tasks including maintaining templates (Power Points, Posters, Reports), stylizing documents to increase visual engagement, uploading documents to the FAQR website and USAID Development Experiences Clearinghouse (DEC)
• Assisting with publicizing FAQR achievements and outputs through the various communications streams identified in the strategic communications plan
• Supporting external communications by translating reports into simplified or visually representative summary briefs, when necessary
• Participating in FAQR team meetings and conference calls, as needed

Position Qualifications:

• Related experience in similar communications work
• Technical skills in website management; keen interest in social media communications including Twitter; Microsoft Office (Word, PowerPoint, Excel)
• Basic proficiency in Adobe Photoshop & Illustrator is strongly desired
• Ability to work independently and meet deadlines; genuine interest in field based nutrition research; excellent written and verbal communication

Responsibilities:

• Work with FAQR Project Manager to implement the FAQR strategic communication plan
• Maintain the FAQR website including the resource library, field study updates and posting events and news
• All internal communications tasks
• Assist in other necessary FAQR communication tasks as specified by the FAQR team

This is a paid, part-time position to begin in April 2019.

We estimate an average of 8-10 hours a week.

Please contact Lindsey Green (lindsey.green@tufts.edu) for more information.