

Web & Communications Media Assistant: Part-Time or Work/Study Position

This part-time position directly reports to the Director of Communications at the Friedman School of Nutrition Science and Policy and also works with the guidance of the Senior Communications Specialist. This position will focus primarily, but not exclusively, on assisting the communications team with web edits, organizational help, drafting stories, social media assistance, and the creation of short promotional videos through the use of iMovie/Adobe/Canva software. Training can be provided if you are not proficient in the tools listed on this description, and we encourage the use of Lynda.com or other tutorials to learn tools if you are not familiar with that technology. Some experience in media creation would be helpful.

Please note that this position does not provide a laptop or computer for work, but will provide access to all needed software and assets.

A successful candidate for this position would be proficient in not just media creation but would also be generally organized and have a strong attention to detail.

This candidate would need to be able to work both independently and as part of a team in developing ideas and content for social media. All work may be done remotely.

\$23/hour, generally 10 hours per week

Duties

- Work with the comms team and other school stakeholders to produce media on-demand and as part of a larger strategy
 - Create branded video assets to reuse for beginning and end slates (via Canva or similar software)
 - Receive video clips from events and other outlets and edit down into promotional materials using existing photos and branded assets
 - Create content for the social media channels, including but not limited to:
 - Images
 - Pull-quotes
 - Short videos
 - GIFs
 - Blog posts
- Other duties as needed

Suggested Skills and Experience

- Familiarity with use of social media platforms
- Attention to detail and strong organizational skills
- Some skills in creating media
 - In lieu of experience, a strong willingness to independently and rapidly learn new technologies is acceptable
- Ability to produce content in a clear, compelling manner to diverse audiences

How to Apply

Send your CV/resume and a work sample to Annie DeVane annie.devane@tufts.edu

Learn More

Send your questions to Annie DeVane annie.devane@tufts.edu