Web & Communications Dept. Spanish-Language Programming

Part-Time Work/Study Position

To apply, please contact Annie DeVane via email with a resume or a link to your writing samples/social media posts: annie.devane@tufts.edu.

This part-time position directly reports to the Director of Communications at the Friedman School of Nutrition Science and Policy and works under the guidance of the Senior Communications Specialist and the Senior Web Developer. This position will focus primarily on social media strategy and some marketing materials. Please note that all materials drafted for the School’s social media channels and website are reviewed and approved by the Director of Communications at Friedman before posting.

A successful candidate for this position would be both fluent in Spanish and “fluent” in nutrition science or policy. The position would call for strategy meetings every other week (via WebEx or in person) with the Director and the Senior Communications Specialist, depending on programming goals, and would require the use of our team’s collaboration tools to ensure that we work efficiently together.

This candidate would need to work both independently and as part of a team in developing ideas, strategies, and content for social media. Most work, apart from some meetings and events, will be done remotely. Tasks would include research on the Spanish-language nutrition social media landscape and working with the extended communications team (e.g. student writers, Friedman Sprout editors, Tufts PR) to create sustainable programming and engagement recommendations for our channels. We may also ask for translation work for our existing recruitment materials and ad buys.

$20/hour, generally 5 hours per week, not to exceed 10 hours per week

Required Skills:

- Ability to communicate and engage online in a clear and compelling manner in both English and Spanish to diverse audiences

Preferred Skills and Experience:

Please note that almost all of the software skills can be learned on the job or via free access to Lynda.com courses. If you are worried about not knowing all of the listed software and services, you should still apply.

- Familiarity with some design tools to make images for social media (Canva or Adobe CS)
- Familiarity with use of social media platforms and metrics, Twitter, Facebook, and Instagram.
- Experience with short video creation is a plus (simple 30 to 60 second videos for social)