

AC⁴ Communications & Administrative Support

Graduate Student PT Intern

AC⁴'s mission is to engage with and support interdisciplinary theory, research and practice related to violence prevention, constructive conflict resolution, peacebuilding and sustainable development at Columbia University with aim to promote sustainably peaceful societies. By connecting students and thought leaders at Columbia University and with larger community in NYC and around the world, AC⁴ creates opportunity for applying science to generate novel solutions for addressing some of our most pressing social and environmental challenges. Under supervision of AC⁴ Program Manager, the Communications and Administrative Intern role will provide support for communication, coordination and community building of the transdisciplinary network at CU working on peace, conflict and sustainability. The intern will help in delivering and strengthening communications and coordination for AC⁴ Network Hub, supporting content production, promotion and outreach, social media marketing and event staffing.

Start Date: September 18, 2017; **End Date:** May 15, 2018

Time Commitment

- Minimum weekly commitment of 15 hours.
- Attend weekly staff meetings, and bi-weekly interdepartmental meetings

Qualifications

- Interest in contributing to the field of conflict resolution and Columbia University
- Familiarity with Columbia departments related to conflict resolution, peace and sustainable development
- Excellent writing, editing, verbal presentation presentation skills; social media fluency
- Comfortable with outreach and marketing including emails, social media and in-person
- Experience with data management
- Ability to work independently and as part of an interdisciplinary team
- Familiarity with WordPress, Mailchimp, and social media
- Capacity to develop a social media strategy

Responsibilities

- Communications & Event Management (60%)
 - Fielding and tracking general inquiries
 - Writing, reporting and distributing information via blog posts, mailings, and social media
 - Drafting and generating content for website and social media
 - Providing event planning and logistical support as needed
- Outreach (25%)
 - Supporting on marketing materials and promotion
 - Updating and maintaining contact with offices, centers, and student groups at CU that could provide info relevant for network hub activities, e.g., events mailings
 - Contacting and updating faculty, centers, departments, etc, in database as is relevant
- Data Management and Research (10%)
 - Supporting on building audience, community interaction and analytics
 - Gathering new, relevant information about current faculty, professors, studies as needed
- General Operations & Administrative (5%)

Application

If interested please send a cover letter and resume to Meredith Smith, AC⁴ Program Manager, at mms2258@columbia.edu by close of business on September 5th.