

Position Announcement: Communications Assistant

Are you interested in communicating ocean science and policy? Do you want to help build tangible solutions for challenges facing our oceans? If so, we invite you to apply for a Communications Assistant (CA) position with the Stanford Center for Ocean Solutions. We are looking for a Stanford University student to support with communications, outreach and engagement with a particular focus on social media and website content.

The [Stanford Center for Ocean Solutions](#) (COS), part of the Stanford Woods Institute for the Environment, catalyzes research innovation and action to improve the health of the oceans for the people who depend on them the most. COS draws from Stanford's broad expertise in ocean science, engineering, computer science, political science, design and business. Our team collaborates with other research institutions, national and international non-governmental organizations, community partners, business and governments, as well as established and emerging leaders across multiple fields.

Job Description & Duties

The CA will primarily provide communications support on COS' core initiatives, including *Oceans & Food*, *Managing Ocean Risk*, *Small-Scale Fisheries & Tech*, *Sustainable Ocean Economies*, and *Addressing Illegal Fishing and Labor Abuses*. This position is an exciting opportunity to work with an international and interdisciplinary team of researchers while honing research and communications skills. Work will be conducted mostly under the supervision of the COS Communications Manager. Specific duties may include:

- Develop written communications, including social media posts (Twitter, Facebook, LinkedIn) and stories for the website
- Produce visual content, including graphics for social media channels and presentations
- Help prepare quarterly [newsletters](#) for external audiences using MailChimp
- Track website, newsletter, social media and publication metrics
- Assist with routine content management of the COS website such as maintaining the publication and newsletter archives, updating staff bio pages, posting stories, building out new project pages, and ensuring accessibility in links and photos
- Source and manage image assets on Box to facilitate future communications efforts
- Support meetings and events with COS staff and partners
- Attend weekly COS communications team meetings and contribute to setting, executing and tracking team goals

Qualifications

We seek a self-starting Stanford University student in a relevant field with the following interests and experience. We encourage you to apply even if you don't think you meet every qualification:

- Written communication skills, as demonstrated in coursework or other experiences
- Working knowledge of social media channels, including Twitter, Facebook and LinkedIn
- Familiarity with website content management systems is preferred, yet not required
- Experience or interest in science communications, graphic design, ocean science or policy
- Passion for storytelling and elevating the voices of community partners through communications, outreach and engagement
- Ability to work collaboratively and independently, especially in a remote work environment

Hours and Compensation

This position requires a commitment ranging from 12–20 hours per week—depending on candidate availability—beginning at the start of Stanford’s 2022 spring quarter, with a possibility for extension into future quarters. Anticipated compensation starts at \$19/hour and will vary depending on experience following Stanford’s administrative guidelines. As this position involves connecting with international communities, some limited early evening or morning hours may be necessary. The work will be completed remotely, following Stanford’s current guidance.

Preferred Start Date

Beginning of Stanford’s 2022 spring quarter, with a possibility for extension into future quarters.

To apply

Please email the following materials to applywithcos@stanford.edu and include “COS Communications Assistant Application” in the email subject line.

- 1) Letter of interest providing background on your experience and applicable skills
- 2) Resume or CV outlining your education and professional experience
- 3) Contact information for three references

Deadline

Applications will be reviewed on a rolling basis beginning on March 14, 2022. The position will remain open until filled.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

The Stanford Center for Ocean Solutions strives to nurture diversity in our work to develop robust solutions to ocean challenges. We aim to make our projects inclusive, to engage diverse perspectives, and to equitably represent those whom our solutions affect.