

# Stanford | Center for Ocean Solutions

## Position Announcement **Communications Assistant**

Are you interested in the nexus between 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 engage in social media support, general communications support, and outreach and engagement tasks revolving around ocean and marine science research and policy.

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 capitalizes on Stanford's broad expertise in ocean science and in the many other disciplines crucial to developing ocean solutions including engineering, computer science, political science, design and business. Our core team of researchers and fellows partner with other research institutions, national and international non-governmental organizations, businesses 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 a great opportunity to work with an international and interdisciplinary team of researchers on pressing societal questions and to hone primary research and communications skills. Work will be conducted mostly under the supervision of the COS Communications Manager. Specific duties may include:

- Assist in development of written and visual communications, including social media (Twitter, Facebook, LinkedIn) posts, news stories and presentations
- Support production of visual content, including multimedia stories and videos
- Assist with preparation of quarterly external [newsletters](#) using MailChimp, with a focus on layout, design, and distribution
- Track and review website, newsletter, social media, and publication metrics to assist in evaluation of communications and outreach effectiveness
- Assist with routine content management of the COS website, with updates such as adding and updating staff bio pages, posting stories, updating the newsletter archive, updating the publications list, building out new project pages, and ensuring accessibility in links and photos
- Manage image resources on Box to facilitate future communications efforts
- Support meetings and events with COS staff and partners
- Attend weekly/bi-weekly COS communications team meetings

## **Qualifications**

We seek a self-starting Stanford University student in a relevant field with the following interests and experience:

- Strong interest in science communications and oceans, with some familiarity with key ocean issues
- Written communication skills, as demonstrated in coursework or other experiences
- Working knowledge of social media channels, including Twitter, Facebook and LinkedIn
- Experience or interest in multimedia storytelling and video production
- Familiarity with website management systems is preferred, yet not required
- 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 in the middle of Stanford’s 2021 winter quarter, continuing into the spring quarter with a possibility for extension. Anticipated compensation starts at \$19/hour and will vary depending on experience. 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**

Mid / Late February 2021

## **To apply**

Please email the following materials to [apply\\_atcos@stanford.edu](mailto:apply_atcos@stanford.edu) after January 20, 2021. Please 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 February 1<sup>st</sup>. 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.*