

Communications Assistant

The CUNY SPH Office of Communications is seeking a Communications Assistant to help with routine functions of the communications office including drafting emails for our internal and external audiences, assisting with newsletters, create student-focused content for the school's social media channels, implement website updates, and related duties as assigned. The individual will report to the Director of Communications and College Relations. This position is remote, part time (19 hours/week), and has an end date of 12/31/21, with the potential to be renewed.

DUTIES

Assist with routine functions of the communications office, including:

- Prepare drafts of mass emails using MailChimp
- Update and maintain mailing lists in Mailchimp
- Implement routine content edits and updates on the school's website
- Augment the school's social media channels with student-focused content
- Related duties as assigned

QUALIFICATIONS

- Bachelor's degree
- Excellent written communication skills
- Ability to establish priorities, work independently, and complete objectives in a timely manner
- Experience with website development and maintenance, preferably on the WordPress platform
- Proficiency in Mailchimp
- Experience with data cleaning and management
- Meticulous attention to detail
- Strong familiarity with and interest in public health

COMPENSATION

- \$25 per hour
- Maximum 19 hours a week

TO APPLY

Send resume, cover letter, and brief writing sample (1200 words or less) to Sumana Chandra, Communications and College Relations Director, at sumana.chandra@sph.cuny.edu.