Requisition ID: 455232

Job Title: Communications and Events Assistant

Description:
Assists in planning, development and dissemination of communications and information designed to promote the organization’s programs and activities, and assists in day-to-day activities and other projects as assigned.

Communications: Coordinates pre and postproduction of communications through written communications and visual/graphic media, including website and social media maintenance, and content development and management. Ensures timely updates of website content. Assists in the maintenance and revision of the Center for Latin American Studies, Katz Center for Mexican Studies and related websites by using online content management software. Writes text and designs communication materials that conform to established style guidelines in order to maintain brand and image of the Center. Ensures consistent posting to social media accounts. Develops press releases and weekly email communications and announcements. Publicizes CLAS and Katz Center events with the Chicago Maroon, University website and other media outlets. Designs and prepares flyers, posters, etc. Provides support during the production of the annual newsletter and other communication materials.

Events and Other Projects: Assists Center staff in the planning and implementation events. Collects and manages data (of activities, people, etc.) and reporting for portions of federal grant reports. Designs and prepares reports, forms and other data materials. Assists in organizing meetings and events, and related logistics. Performs other related duties as assigned.

The Communications Assistant reports to the Program Manager.

Employer:
SSD/Center for Latin American Studies

Qualifications:
Strong MS Outlook and strong MS Word, Excel, and PowerPoint and database skills required.
Experience preparing excellent communications, including digital communications, that conform to English and Spanish style guides.
Solid understanding of social media and ability to use various platforms on a regular basis (Facebook, LinkedIn, Twitter).
Experience using Adobe Creative Suite or similar to design appealing communications and graphics.
Must be able to handle and prioritize multiple projects simultaneously.
Must have excellent written and verbal communication skills in English and Spanish; other language knowledge is a plus.
Must possess excellent interpersonal and collaborative skills.
Knowledge of and interest in Latin America is preferred, but not required.

Notes: Please submit application materials (resume and cover letter) to mirivas@uchicago.edu by October 4. Indicate in the Subject Heading: Communications and Events Assistant.
This job requires a minimum commitment of 10 hours/week (with the possibility of increase) and periodic attendance at meetings and events. This is a 9-month job (with the possibility of increase), October 2013-June 2014, that allows for a flexible schedule, and is ideal for a creative and energetic individual who is willing to develop and share their talents. The Center for Latin American Studies (CLAS) is a dynamic academic environment with active teaching and degree programs and a busy calendar of co-curricular activities.

Hour Range: 10.00-15.00
Pay Range: $12.00-$15.00
Number of positions: 1

Contact Information:
Name: Ireri Rivas
Email: mirivas@uchicago.edu