Woodbridge Fellow- Office of New Haven Affairs
Job Description

The Yale University Office of New Haven Affairs (ONHA) provides a front door to Yale and its resources for people and organizations in New Haven. Working with other University departments and our neighbors in New Haven, ONHA facilitates programs and partnerships that strengthen New Haven. Areas of focus are economic development, neighborhood revitalization, public schools and youth, and creating a vital downtown.

The Woodbridge Fellow will become a vital part of Associate Vice President Lauren Zucker’s team and will work primarily on ONHA’s external and internal communications with the goal of elevating the visibility of University partnerships with the City of New Haven. The Fellow will also be responsible for tracking and coordinating University engagement across all schools and departments with the needs of the New Haven community.

Responsibilities

Communications
- Create and distribute monthly internal and external newsletters to a variety of stakeholders: elected officials, families, local students, local residents, members of the Yale community.
- Produce and distribute annual Educational Programs and Partnerships for New Haven Youth brochure.
- Assist in development and execution of surveys, focus groups, etc. to gauge the community’s reaction to Yale’s outreach and engagement efforts.

Website
- Seek interesting and appropriate content for website and update weekly.
- Maintain regular contact with Yale departments in order to update ONHA’s community partnerships web page.

Social Media
- Grow ONHA’s social media presence on multiple platforms, including Facebook, Instagram, Twitter.
- Create, regularly update, and integrate all social media accounts for ONHA.

Presentations
- Assist with the creation of presentations about the work of ONHA for
  - Department meetings
  - Operations managers
  - Yale college dean's office
  - Cultural Houses
  - Incoming staff and students

Events
• Assist in organizing initiatives and planning events, including:
  o Annual Seton Elm and Ivy Awards
  o First-Year Scavenger Hunt
  o Pathways Orientations for new students
  o Marketing events and/or promotions for local merchants

Required/desired skills
• Excellent verbal and written communication skills
• Strong interpersonal skills including the ability to engage with multiple constituencies across the university and the New Haven community
• Experience with major social media platforms
• Discretion and ability to maintain confidentiality
• Event management experience
• Experience with maintenance and administration of Drupal websites
• Bi-lingual in Spanish