

**2024–2025 Woodbridge Fellowship
Council on Latin American & Iberian Studies at the MacMillan Center**

Job Description

This is an opportunity to join a multi-faceted, vibrant, and growing international academic center at Yale University with a dynamic team. The Woodbridge Fellow for the Council on Latin American & Iberian Studies (CLAIS) at the MacMillan Center will work on a variety of projects that support the Council's programming, events, and communications activities. Reporting to the Council's Program Director and in collaboration with the Program Manager, the Fellow will be responsible for community-building initiatives, communications, and supporting and organizing CLAIS' many activities and events. This role will also work closely with the CLAIS Program Manager to lead and support fundraising proposals and oversee existing funds and grants. As needed, the Fellow may also support the CLAIS Program Director's larger portfolio of work in fostering relationships with Latin American and Iberian partners under the auspices of the Yale Office of International Affairs.

Responsibilities include:

- Drafting news articles, faculty profiles, event write-ups, and other content to be posted online
- Producing and distributing the Council's newsletter, including maintaining newsletter distribution lists
- Managing the Council website and social media channels
- Conducting research and creating reports, including for write-ups for senior leadership at Yale as well as for key faculty leaders for the council and for Latin America
- Drafting correspondence, emails, and grant reports
- Planning and running events on- and off-campus
- Supporting the Council leadership team in hosting Latin American visitors to campus
- Capturing events and activities through photos and video, and using this content for social media and communications activities
- Working with students in the Latin American Studies major and faculty director(s) and staff to plan community-building and social activities to support the major
- Other administrative tasks as assigned related to programming, events, and communications for Latin America

Skills and Abilities:

- Excellent written and spoken English communications skills.
- Written and oral fluency in Spanish and/or Portuguese preferred.
- Strong skills with Microsoft office suite and ability to learn new programs as needed.
- Strong interpersonal skills and ability to engage and build community.
- Ability to self-manage and to be a part of a team.
- Experience with balancing multiple competing tasks while paying attention to detail
- Willingness to contribute at various levels, from high-level projects to administrative and logistical tasks.
- Strong interpersonal skills, with ability to connect with a wide array of stakeholders.

Additional Notes:

- Some evening and weekend hours required.
- Fellows will have regular meetings with other team members, faculty, and communications team(s) at the MacMillan Center and the Office of International Affairs, and others.
- The Fellow will be treated as a staff member with the MacMillan Center, which is a dynamic multicultural organization in the heart of Yale's campus.