

## **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 Alexandra Daum'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, local organizations, New Haven residents, members of the Yale community.

#### Community engagement

- Regularly attend and represent ONHA and Yale University at external community events and meetings.

#### Website

- Support redevelopment of ONHA 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 database.

#### Social Media

- Grow ONHA's social media presence on multiple platforms, including Facebook, Instagram, Twitter, YouTube.
- 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
- Community meetings

#### Events

- Assist in organizing initiatives and planning events, including:
  - Annual Seton Elm and Ivy Awards
  - First-Year Scavenger Hunt
  - Monthly community breakfasts

#### 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 managing major social media platforms.
- Experience designing and distributing newsletters.
- Discretion and ability to maintain confidentiality.
- Event management experience.
- Experience with maintenance and administration of Drupal websites.
- Community meeting attendance, taking place on weeknights and weekends, will be required.