Communications & Social Media Assistant

The Gender, Adolescent Transitions and Environment (GATE) Program is housed within the Sociomedical Sciences (SMS) Department. GATE is an innovative research and practice program dedicated towards improving the lives of adolescents and women around the world through addressing issues related to menstrual health and hygiene, puberty education and access to sanitation. This includes contributing to building the evidence and learning on best practices and policies aimed at addressing these critical issues in low resource and humanitarian contexts globally. The GATE Program is led by Dr. Marni Sommer.

The GATE Communications & Social Media Assistant role will include:

- Supporting the planning, logistics and marketing (including audience growth strategies) of a global webinar series entitled the “Period Posse Presents” which brings together menstruation experts to present each month on a range of domestic and global topics.
- Supporting communications and social media activities, including updating the website, and operating social media accounts (Twitter and LinkedIn).
- Designing a range of communication products such as fact sheets, infographics, Twitter images, and PowerPoint templates.
- Supporting the promotion of new GATE research, projects and advocacy initiatives, including developing strategies for disseminating, marketing and reaching relevant audiences.
- Providing general administrative support to GATE team including supporting the planning and coordinating of meetings and events, note taking and student outreach.

Experience using Canva, InDesign or other design software is strongly preferred. The position will be 5-10 hours per week from September 2022 through December 2022 with the possibility for extension through the spring semester. The position will pay $21 USD per hour.

To apply: Please send a cover letter and resume to Caitlin Gruer (caitlin.gruer@columbia.edu) and put “Communications & Social Media Assistant (FULL NAME)” in the subject line of the email. All applications are due by 6 PM on Tuesday August 9th.