

Sustainable LA Grand Challenge Digital Content Assistant

The Sustainable LA Grand Challenge (SLA GC; <https://grandchallenges.ucla.edu/sustainable-la/>) seeks a Digital Content Assistant to create and curate content for our social media, websites, emails, newsletters, blogs and other channels. The ideal candidate understands social media, has creative ideas, and is a strong writer who can stay on top of current environment and sustainability news and events. Additionally, the ideal candidate can take complicated research findings and distill them for a general audience. We are looking for someone passionate about driving social and environmental change through the power of storytelling and digital communication.

Starting pay rate is \$16/hour. The ideal candidate must be available to dedicate a minimum of 12-15 hours per week. Work study is not required. Initial appointment is through December 2019, but renewal is possible with satisfactory performance. The Digital Content Assistant will report to the Sustainable LA Grand Challenge Communications and PR Manager.

Responsibilities include

- Write content across channels, which include the UCLA Grand Challenges Happenings blog (<https://grandchallenges.ucla.edu/happenings/>) and Sustainable LA Grand Challenge e-newsletters.
- Create and curate engaging social media content.
- Track social media engagement and use social analytics and work with the Communications and PR Manager to create strategies specific for growing each platform.
- Assist with the management, production and distribution of e-newsletters.
- Perform online research (about UCLA faculty, related SLA GC projects, etc.).
- Assist with website content.
- Help with events, other tasks and administrative duties for SLA GC as needed.

Requirements

- Knowledge of and experience using social media platforms.
- Excellent written and verbal communication skills.
- Highly motivated and self-sufficient work ethic.
- Enthusiasm for sustainability and environmental issues.
- Experience using the Adobe Creative Suite a plus.

About the Sustainable LA Grand Challenge

UCLA Grand Challenges (<https://grandchallenges.ucla.edu/>) connect faculty, students and supporters from all disciplines to work together, adopting a holistic approach to solve critical issues. The Sustainable LA Grand Challenge (<https://grandchallenges.ucla.edu/sustainable-la/>) was developed in response to the challenges posed by regional-specific effects of climate change, combined with an increasing urban population in Los Angeles County. The Sustainable

LA Grand Challenge aims to capitalize on the university's research strengths to develop a blueprint for transitioning Los Angeles County to 100% renewable energy, 100% local water, and enhanced ecosystem health by 2050.

HOW TO APPLY

Must be a currently enrolled UCLA student to apply. Please email your resume, cover letter, and three work samples, which must include one writing sample and two examples of social media posts that you have created (such as Tweets, Instagram or Facebook posts) to Mireille Joseph at mjoseph@conet.ucla.edu. Please use the subject line "Sustainable LA Grand Challenge Digital Content Assistant." Applications will be reviewed on a rolling basis until the position is filled. Desired start date is as soon as possible.