POSITION ANNOUNCEMENT

TITLE OF POSITION: Communications and Research Officer

DEPARTMENT: Institute of International Humanitarian Affairs

The Institute of International Humanitarian Affairs (IIHA) is a university-wide center that reports directly to the President of Fordham University. By incorporating the academic rigor and intellectual standard of Fordham University with the experience and expertise of humanitarian aid and development agencies in the field, we endeavor to advance the methods and framework by which humanitarian workers operate. As such, we serve as a unique bridge between academia and humanitarian efforts worldwide.

Our mission is to train and educate current and future aid workers at local, regional, national, and international levels. We accomplish this through undergraduate and graduate programs that equip individuals with the tools needed to respond thoughtfully and effectively in times of crisis, conflict, and disaster.

We also publish on a wide range of humanitarian topics and regularly host events that further create an increased understanding of global humanitarian crises through critical analysis and shared experiential knowledge. These research initiatives cover areas of humanitarian design, humanitarian innovation, urban disaster response, water and migration, ageing and migration, and education in emergencies. The initiatives aim to facilitate dialogue and produce knowledge that inspires innovative solutions to humanitarian problems through events and publications.

The Institute invites applications for a grant funded administrative position at Fordham University.

RESPONSIBILITIES: The Communications Officer will:

- Working directly for the IIHA Executive Director, develop and implement the communications and marketing strategy in order to fulfill the overall mission and vision of the Institute;
- create all static and dynamic content for and manage all IIHA communications platforms, including Facebook, Twitter, YouTube, Flickr, Instagram, Medium blog, e-newsletters, and multiple websites;
- oversee the development of the next phase of the IIHA’s new website: www.thehumanitarianhub.org
- lead the planning, promotion, and execution of IIHA co-curricular events that foster discourse on relevant issues in humanitarian response. Events may include: panel discussions, full-day Summits, lecture series, film screenings and book launches;
- liaise with IIHA research fellows to maintain and form partnerships, compose grant applications, plan events, promote research, and grow the research initiatives;
- oversee the creation of print promotional materials, such as annual reports, flyers, promotional packets, and other materials, for the Institute;
- market and promote all undergraduate and graduate programs, in cooperation with the Graduate School of Arts and Sciences (GSAS) and other University partners;
- recruit and manage a team of interns and graduate assistants;
- other related duties as needed and assigned in connection with emerging IIHA priorities.

QUALIFICATIONS

- Bachelor’s degree, Master’s degree or pursuit thereof preferred;
- Excellent writing skills with experience writing web content, press releases, social media posts, and reports;
- Strong social media engagement and general marketing skills;
- Background in conducting or managing academic research projects for practical field application;
- Practical or academic knowledge in emerging issues in international humanitarian response or general social justice issues;
- Motivated to creatively contribute and drive new projects
- Strong communicator with excellent networking and interpersonal skills
- Ability to work under pressure, independently and with limited supervision
- Ability to work effectively on a team across a broad range of humanitarian contexts and topics
- High degree of proficiency on applicable CMS programs including Word, Excel, PowerPoint, Constant Contact, WordPress, SquareSpace, Medium, or other web and social media platforms and analytics; and
- Thorough familiarity with the roles of existing major players in humanitarian work, including the United Nations, relevant governmental agencies and nongovernmental organizations, and academic institutions.

SALARY: Commensurate with experience

START DATE: ASAP

SEND LETTER & RESUME TO: Brendan Cahill, Executive Director – brcahill@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories