



Open Position: Research Assistant, Digital Media and Communication

19 August 2022

Job Summary

The University of Miami's Office of Civic and Community Engagement is seeking a part-time Research Assistant focused on developing the digital media and communication outreach strategies to join its team of professionals. The Research Assistant will focus on creating and designing an outreach campaign to disseminate the research findings to our community. The Assistant should be comfortable with design layout, marketing strategies, community outreach, databases and data presentation.

The Assistant will be joining our team at an exciting time for the Office of Civic and Community Engagement. The University of Miami Office of Civic and Community Engagement (CCE) collaborates with local stakeholders to identify creative planning and policy solutions to increase Miami's adaptive capacity, while building innovative communication and engagement strategies to strengthen urban resiliency. This Fall, CCE will expand its existing equitable resilience work with the development of the Climate and Equity Mapping Platform (CAMP) to further CCE's work on neighborhood-level housing dynamics and resilience issues by developing next-generation innovative and accessible tools to inform a dynamic community engagement approach that can be replicated in other communities facing similar vulnerabilities. CAMP will also support the addition of heat-related data such as tree canopy, permeable surfaces, extreme temperature data, and other relevant factors to the existing Miami Affordability Project (MAP) tool. This new initiative allows us to investigate and share data about a broader range of climate impacts and their effects on vulnerable populations. We are seeking a highly productive, creative and engaged individual who will join our team to communicate the newest iteration of the Miami Affordability Project to campus and community partners.

Duties:

- Design and develop a marketing campaign and outreach materials
- Write, edit, proofread, and fact-check copy needed across the CCE's different communication platforms, including, but not limited to: digital, print, and social media.
- Assist with developing, writing, and distributing press releases to engage with the community and local media

- Assist with developing creative content and visual designs to communicate quantitative and qualitative data to community partners, elected officials, and grassroots organizations
- Collaborate with the CCE's Data Visualization team to translate complex, large-volume data into digestible and actionable fact sheets
- Work in a highly collaborative approach, and manage multiple competing priorities and assignments.
- Adheres to prescribed deadlines

Duration: August – December 2022

Minimum Qualifications

- Background or interest in civic and community engagement
- Graduate student with a background in digital media, communications, public relations or related field
- Experience in writing press releases and editorial copy
- Effective oral and written communication skills
- Effective organizational skills
- Proficient in Microsoft Office Suite applications (Word, Excel, PowerPoint, etc.) and the Adobe Creative suite
- Proficient in social media tools for marketing objectives

To Apply

Qualified applicants should send an updated résumé, letter of interest, and names and contact information for references to civicengagement@miami.edu. Applications not containing all of these elements will not be considered. Please indicate in your application how you heard about the position. Review of applications will begin immediately and continue until the position is filled. No phone calls please.