



## Communications Coordinator

The [Applied Economics Clinic \(AEC\)](#) is a mission-based non-profit consulting group that offers expert services in the areas of energy, environment, consumer protection, and equity from seasoned professionals while providing on-the-job training to the next generation of technical experts.

AEC's clients are primarily public interest organizations—non-profits, government agencies, and green business associations—who work on issues related to AEC's areas of expertise. Our work products include expert testimony, analysis, modeling, policy briefs, and reports, on topics including energy and emissions forecasting, economic assessment of proposed infrastructure plans, and research on cutting-edge, flexible energy system resources. AEC is committed to a just workplace that is diverse, pays a living wage, and is responsive to the needs of its staff. This position offers an opportunity for growth and development within the role, with a planned trajectory towards full-time status after one year. We are committed to nurturing and advancing the skills of the successful candidate to excel in this role and contribute significantly to our team.

**We are currently accepting applications for the communications coordinator position.**

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The communications coordinator will work with the staff of the Applied Economics Clinic to help maintain and expand outreach efforts. The primary duties of the Communications Assistant include:

- Draft and maintain social media and website content;
- Update and maintain our Squarespace website;
- Update our social media platforms;
- Maintain our email subscriber database in MailChimp;
- Write a monthly newsletter;
- Maintain monthly digital analytics; and
- Complete other related tasks as assigned.

Desired Qualifications:

- Enrolled or has completed a degree program in a communications-related field (e.g., communications, public policy, media studies, public relations, etc.)
- Knowledge of and experience curating content for topics related to energy, environment, and equity
- Experience using social media platforms (particularly Twitter, Facebook, and LinkedIn)
- Experience with website and email management (experience with Squarespace and MailChimp is a plus)



**Applied Economics Clinic**

Economic and Policy Analysis of Energy, Environment and Equity

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This is a part-time position and the ideal candidate will be able to hold the position through Winter 2024. The salary range for the position is \$25-33 an hour and is expected to work 24-28 hours weekly. At AEC, we offer fully remote work with flexible scheduling.

To apply, please send a cover letter, resume, writing sample, and work sample (such as a website you have worked on or company social media page you've upkept) to [jobs@aeclinic.org](mailto:jobs@aeclinic.org). The priority deadline for applications is **May 21, 2024**.