

**Position Description**

**Job Title:** Communications Assistant

**Grade:** 82

**Incumbent:** Vacant

**Reports to:** IFF Director of Special Projects

**Division:** International Fellowships Fund (D530)

**Department:** International Fellowships Fund

**Purpose of Position:** To assist with IFP's communications initiatives, including publications and websites. The IFP, which is funded by the Ford Foundation, currently has over 3,300 Fellows from Africa, Asia, Latin America and Russia enrolled at approximately 300 universities in 34 countries. The IFP Secretariat unit in New York coordinates program implementation with some 25 International Partners and other service organizations, as well as the fellows' grants administration unit at IIE.

This is a 50% time position.

**Principal Responsibilities:**

1. Works closely with Director of Special Projects on new and ongoing communications projects, and provides administrative assistance
2. Updates IFP's public website and assists in development of new community website
3. Communicates with program's International Partners, and with fellows and alumni, to gather and produce material for publication
4. Writes and edits materials as needed
5. Develops and maintains photo archive

**Supervision Received:**

Supervision by IFP Director of Special Projects, but may assist other program directors and staff as needed

**Required Qualifications: Education/Experience/Skills:**

To be considered a candidate for the position, an applicant must have:

- A Bachelor's degree in the social sciences or humanities
- Excellent communications skills, especially in writing and editing
- Excellent computer skills and web posting or management experience
- Excellent organizational skills and attention to detail
- Ability to work independently and be self-motivated

Preferred Qualifications:

- Spanish language proficiency
- Study abroad or other experience with international education
- Experience with online community building