

Reports Coordinator Job Description [Staff Associate II] Columbia University in the City of New York

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Downloaded On: May. 19, 2024 11:44am

Posted Apr. 26, 2024, set to expire Aug. 26, 2024

Job Title	Reports Coordinator Job Description [Staff Associate II]
Department	School of International and Public Affairs - Center on Global Energy Policy
Institution	Columbia University in the City of New York New York City, New York
Date Posted	Apr. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations Research/Technical/Laboratory
Job Website	https://apply.interfolio.com/144847
Apply Online Here	https://apply.interfolio.com/144847
Apply By Email	
Job Description	

The Reports Coordinator (Staff Associate II) will be responsible for overseeing the day-to-day tasks of the Communities Speak Reports & Comms team. This includes assigning and monitoring the work of all staff and student members of the reports & comms team, tracking team progress and goals towards overall project objectives, milestones and deadlines, delegating workload amongst team members and ensuring each member has what is required to successfully complete deliverables on appropriate deadlines. The Staff Associate II will also be responsible for meeting with project leadership weekly to report on team progress and assist in development and delivery strategies. The Staff Associate II will

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also be called upon to lead specific aspects of training for cohort city staff as it relates to the content and use of survey tools.

The Staff Associate II will guide and facilitate the development, drafting and publishing of all Communities Speaks findings artifacts and communications including press releases, data one-pagers, data and policy reports, memos, op-eds and journal articles, social media content, and associated documentation and literature related to all CS activities. The Staff Associate II will be the point person in working with cohort city staff on their documentation and materials development for all related CS activities, as well as providing guidance and templates for cohort city personnel to use for their own data outcomes. The Staff Associate II will also be responsible for liaising and collaborating with other coordinators on the project on CS framework execution and refinement both for New York City and all cohort cities.

Qualifications include a Bachelor's degree in social or quantitative sciences (Master's degree in political science, Data, Quantitative Analysis, Statistics, public policy, public administration, or social science is preferred) and minimum of 4 years of related experience.

For the full job description and to submit an application please visit: <https://apply.interfolio.com/144847>

Screening of the candidates will begin immediately and the search will remain open no less than 30 days from the date of posting and continue until filled.

Columbia University is an Equal Opportunity/Affirmative Action employer. Applications from women and individuals from historically underrepresented groups are encouraged.

Salary Range: \$63,870 - \$74,515

Pay Transparency Disclosure: The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, and training. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

EEO/AA Policy

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact See Announcement
School of International and Public Affairs - Center On
Global Energy Policy
Columbia University in the City of New York
420 West 118th Street
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