Job/Position: Communications and Programs Assistant

Reporting directly to the Communications and Programs Officer of Columbia Global Centers | Santiago, the assistant will provide general research, publication and programming support to the Center’s team and its current and upcoming projects.

Duties & Responsibilities

Duties will include but are not limited to:

- Compile a photo archive dating from the Santiago Center’s inception to current times, properly tagging each photo with the context and year in which it was taken, as well as people involved. This will include performing online searches, extracting info from existing files on CGC | Santiago computers, etc. The archives are to be organized and saved in a shared Drive.
- Update and keep CGC | Santiago’s site updated, performing a complete review of all the site, updating obsolete information and ensuring people, events, positions are up to date, that the structure and writing are uniform, and the pictures and videos are in the same format.
- Entry of content onto the CGC | Santiago’s website, such as news, videos and/or special content.
- Support in writing and posting content on the Center’s social media (LinkedIn, Twitter, Facebook and Instagram)
- Update and keep the Center’s dashboard up to date, by entering information regarding each event (# of people attending, topic, issue, link to invite, presenters, organizations involved, logos) into shared Drive.
- Translation into Spanish of the Annual Report and other documents.
- Assistance in keeping track of all proposals regarding future activities/programs sent by the different stakeholders. This includes keeping track of all pending correspondence on programs & communications that need follow-up.
- Perform research for programs & events, reports, concept papers and proposals, as required.
- Carry out other relevant tasks and special projects.

Qualifications, Experience & Knowledge:

- The candidate will have a level of English equivalent and comparable to a native speaker.
- Excellent oral and written communications skills in Spanish and English, particularly in web and social media communications.
- Recent graduate or currently studying in a relevant field.
- Must be extremely detail-oriented, accurate, and have superb organizational skills.
- Perform under pressure.
- Ability to function independently in an international multi-cultural environment.
- Familiarity and use of web technologies.

To apply:
Send your CV along with a letter of intent, along with samples of your writing in English, to: santiago.cgc@columbia.edu

If you proceed to the interview process, the interview with CGC | Santiago will be held in English.