

Job Opening: Staff writers – part time

Location: Center for Puerto Rican Studies, Hunter College, CUNY
East Building, 68th St & Lexington Ave.

Schedule: Flexible, 19-20 hours per week

Start Date: Available immediately **Closing Date:** Open until filled

Compensation: Hourly rate is commensurate with work experiences, salary history and falls within established university guidelines

Assignments & Supervision: Works under the immediate supervision of the Centro Publications Coordinator.

Description and Duties:

Dynamic and versatile part-time staff writers to work on various projects, including: weekly e-newsletter, occasional assignments for bi-monthly online magazine, event and product promotional pieces, press releases, copywriting for social media and web platforms and other writing duties in support of Centro's administration. The ideal candidate should have excellent writing skills, an eye for stories of interest to the general public as well as for specific audiences, be organized and deadline driven, have an interest in Centro's mission, be familiar with the Puerto Rican community, know the local media landscape and be web and social media savvy.

Essential Duties

- Newsletter:
 1. Generate content (2 articles) for Centro's weekly newsletter with guidance from the communications coordinator and Centro executive staff.
 2. Produce articles that highlight Centro's work and are well written and well researched using internal and external sources.
 3. Coverage of some Centro events, often evening presentations.
- Centro Voices (e-magazine):
 1. Occasionally generate content for a Puerto Rican affairs magazine on a monthly basis.
 2. Produce articles ranging from in-depth interviews to community activities
- Copywriting:
 1. Marketing and promotional material related to Centro events and products.
 2. Create appealing product descriptions that include keywords and generate tags.
 3. Tailor content generated from research, publications and products for website and social media platforms.
- Other:
 1. Some script writing for research pieces on video.
 2. Assist in drafting of official communications, speeches and annual reports.

Qualifications:

1. Self-motivated individual who works well in a fast-paced and deadline-driven academic environment.
2. One year experience working with news publications or a nonprofit, and/or bachelor's degree in journalism, literature, social sciences or related field.
3. Detail oriented.
4. Excellent written communication skills.
5. New media and marketing savvy.

Preferred Qualifications:

1. Interest and knowledge in Puerto Rican or Latino studies/affairs.
2. Bilingual (English/Spanish) reading and writing skills.

To apply: Forward cover letter, resume and contact information for 2 professional references via e-mail to Madeline Friedman, Publications Coordinator at MF1746@hunter.cuny.edu and cc: José deJesús, Associate Director for Operations, at jdejesus@hunter.cuny.edu . The subject line of the email should read: Staff Writer. Telephone queries: (212) 772-5718.

About the Center for Puerto Rican Studies at Hunter College

The Center for Puerto Rican Studies is a research institute dedicated to the study and interpretation of the Puerto Rican experience in the United States, producing and disseminating relevant interdisciplinary research. Centro also collects preserves and provides access to library and archival resources documenting Puerto Rican history and heritage. We seek to link scholarship to social action and policy debates, and to contribute to the betterment of our community and enrichment of Puerto Rican studies. centropr.hunter.cuny.edu

Hunter College, located in the heart of Manhattan, is the largest college in the City University of New York (CUNY). Founded in 1870, it is also one of the oldest public colleges in the country.