

Communications Project Managers and Technical Coordinator/Video Producer and Editor

Assignment description

Project Managers will plan support overall communications planning for assigned area/initiative, including ownership of action items, monitoring and reporting outcomes, producing reports; they will also be responsible for drafting letters and memos, powerpoints, and web pages; also, help facilitate logistics associated with vendor collaborations -- delivery of content, content approval and ensuring internal processing for payment

Technical Coordinator/Video Producer and Editor will serve as chief go-to for set up and execution of photo and video shoots; provide oversight for Zoom programs and training initiatives, and handle all technical logistics for run-throughs and actual events

Identify number of people needed in each of the categories and FTE, part time preferences

Request for 3 project managers and 1 Tech coordinator/video producer and editor

Expected duration of assignment

Now through the end of academic year

Interested employees should contact

Tomika DePriest at Tomika.depriest@emory.edu