

To apply for a GPE Fellow position: Submit an updated resume and cover letter to [gsasprofessionaldevelopment@yale.edu](mailto:gsasprofessionaldevelopment@yale.edu) with the subject header “[Name of Fellow position]” by June 25 at 11:59 p.m.

---

## **Programs and Events Fellow—Yale Center for Natural Carbon Capture**

**Mentor:** Toby Bryce and Katherine Gaynor, Managing Director and Senior Administrative Assistant , Yale Center for Natural Carbon Capture

**Fellow Title:** Programs and Events Fellow—Yale Center for Natural Carbon Capture

**Organization Name:** Yale Center for Natural Carbon Capture

**Organization Website:** <https://naturalcarboncapture.yale.edu/>

### **Organization Description:**

The Yale Center for Natural Carbon Capture’s mission is to advance fundamental and applied science relating to how we can enhance natural processes to create effective, safe, and scalable methods to reduce greenhouse gas concentrations in the atmosphere while delivering meaningful ecological and social co-benefits.. The Center supports research across disciplines and at multiple departments and schools at Yale.

### **GPE Fellow Responsibilities:**

Spring symposium planning:

- Assist with positive, responsive, and clear conference communication including coordinating with presenters and registered attendees
- Draft conference promotions and attendee information for websites, social media, posters, list-serves and mailing lists
- Assist with organizing event support, including virtual participation
- Assist with conference follow up, including conference debrief, archiving, and reports
- Assist with logistical support for hybrid event planning including increasing accessibility, assisting with virtual platforms, coordinating with vendors and travel arrangements (if needed)
- Other tasks as needed

Programming activities:

- Perform outreach activities and organize the logistics and communications of events to promote shared goals including event accessibility

- Coordinate with Center members and partners to support social media posts or other communication to promote events with their community members as needed
- Support the logistics and execution of the Center visioning
- Assist with developing new programs, such as the seminar series, workshop program and more
- Other tasks as needed

#### Communication

- Support the development of research briefs for corporate partners and other outreach activities geared towards corporate audiences
- Website development including event promotion and archiving, supporting Center staff in additional website roll out phases
- Manage newsletter including curating content and coordinating with contributors
- Establish a meaningful social media presence to communicate Center mission and vision, highlight internal and external partners, promote events, and direct users to website-based resource

#### **Desired GPE Fellow Qualifications:**

Interest in nature-based climate solutions and for connecting scientific findings with real world impacts. Enthusiasm for event planning and hosting convenings. Excellent communication skills . Ability to work well as a member of a team. Experience with hosting virtual or hybrid events. Experience with social media for professional uses. Excellent organization skills, attention to detail.

Experience with Microsoft OneDrive, Yale Sites, Yale Connect, Yale Message, Zoom.

#### **GPE Fellow Learning Objectives:**

The fellow will strengthen their skills in science communication by helping to translate complex scientific information into accessible content for diverse audiences, including policymakers, stakeholders, and the broader public. They will also have the opportunity to contribute to program planning and event coordination, offering insight into the operations of an interdisciplinary research center. This role supports professional growth in areas such as project management, stakeholder engagement, and strategic communication.

#### **Number of Available Positions: 1**