



Yale SCHOOL OF MEDICINE

Hiring for a Special Assistant

With support from the Yale School of Medicine and the Yale School of Public Health, Elevate Policy Lab works with government partners to elevate mental health as a strategy to disrupt poverty and improve family social and economic mobility. Elevate seeks a recent college graduate to fill the role of Special Assistant in support of this work.

As a Special Assistant at Elevate, you will have the opportunity to fill an unusual level of responsibility for someone who has so recently graduated from college, given the rapid growth and momentum of the lab's work. Examples of responsibilities you may have include creating research briefs on community-based organizations, government agencies, and individual leaders in the fields of mental health, poverty, and public safety nets (e.g., TANF); analyzing public policy and public programs; drafting materials for implementing the Mental health Outreach for MotherS (MOMS) Partnership®, an evidence-based mental health intervention; liaising and supporting external partners in MOMS replication sites; aiding in the development and/or submission of grant proposals; contributing regularly to social media platforms related to Elevate; and taking care of administrative needs of the team. Responsibilities can grow commensurate with demonstrated talent and drive. You will also have the opportunity to learn about program evaluation; poverty and health policy; and the workings of government. We seek a Special Assistant who can start as soon as possible. A two-year commitment to the position is highly preferred. (This role will technically be a Postgraduate Associate at Yale.)

Qualifications:

- BA/BS in psychology, pre-med, public health, policy, government, business, or related field
- Highly motivated, meticulously organized, strong work ethic, fast learner
- Strong communications skills including those relevant for social media platforms
- Demonstrated ability to take initiative, direction, and correction
- GPA > 3.5

Applications will be continually reviewed until the position is filled. Interested applicants should send their cover letter, CV, and the contact information of two recommenders to elevate@yale.edu.