

EdRedesign

OPPORTUNITY FOR ALL

HARVARD



GRADUATE SCHOOL
OF EDUCATION

Job Title: Summer Communications Intern at The EdRedesign Lab

Type: Internship

Function: Other/Career

Salary: Standard Harvard student rate for continuing Harvard students

Weekly Hours: Full-time during an approximately eight-week duration from June through end of July with possibility for additional weeks before and after this period

City: Cambridge and hybrid options available, must be able to be in person all Wednesdays and every day for the weeks of July 8-12 and July 22-25.

State: MA

Country: USA

Are you a Harvard student interested in cradle-to-career work to support children, youth, and families? The EdRedesign Lab at Harvard Graduate School of Education is seeking motivated and talented individuals to join our team during the summer of 2024.

Founded in 2014 by Paul Reville, former Massachusetts Secretary of Education and Professor of Practice of Educational Policy and Administration at the Harvard Graduate School of Education (HGSE), the EdRedesign Lab (EdRedesign) at HGSE provides catalytic support to the cradle-to-career place-based partnership field to drive systems-level change and open personalized pathways to opportunity. Our mission is to ensure the social, emotional, physical, and academic development and well-being of *all* children and youth, especially those affected by racism and poverty.

The landscape of opportunities for children, youth, and families is vastly inequitable throughout our nation. Factors *outside* of school explain much of the variance in well-being, educational attainment, and upward mobility, yet efforts to achieve equity for children and youth have largely focused on changing what happens *in* school. While we need good schools, we need strategies that go beyond schools to ensure that all children and youth thrive.

We believe strategies to expand opportunities for children and youth have two critical components: **place-based, cross-sector collaboration** to remove structural barriers and open pathways to opportunity; and **personalized, relationship-based supports**, what we call **Success Planning**, for children and youth to reach their full potential.

To support our growing field to drive transformational, systems-level change that serves the needs and talents of individual children and youth, our work focuses on talent development, actionable research, our Institute for Success Planning, and our *By All Means* initiatives.

Project Overview and Job Responsibilities

EdRedesign is seeking a communications assistant to support our communications team and help advance our priorities. Depending on experience, the role may support the following activities:

- Proofing and/or copyediting

- Producing social media posts in alignment with our overall social media and content strategy; live tweeting/posting during events (Twitter, Facebook, LinkedIn, Instagram)
- Attending meetings, taking notes, and summarizing relevant information
- Creating compelling slides and graphics
- Participating in and supporting webinars, convenings, and other EdRedesign activities, if available
- Providing administrative and event planning support
- Event photography
- Administrative support as needed

Qualifications

- Strong writing and editing skills.
- Ability to synthesize information from multiple sources.
- Social media proficiency strongly preferred.
- Interest in collaborative action, personalized integrated student supports, and systems change.
- Data visualization skills.
- Some experience in research, policy, or community work related to education and youth.
- Familiarity and experience with U.S. context preferred.
- Commitment to EdRedesign's vision and relevant professional and/or lived experience.
- Ability to work both collaboratively and independently.
- Skills with document formatting/design and/or infographics a plus.
- Event planning support a plus.
- Proficient in Microsoft Office Suite.
- Some photography experience preferred but not required.
- Experience with various CMS platforms (such as Drupal) preferred but not required.

Number of Openings for this Position: 1

Required Work Schedule (if any): We have one core in-person office day on Wednesdays, which interns would be expected to attend. Other days are remote. During the weeks of our in-person events July 8-12 and July 22-25, interns would be expected to be available in person.

Hours per Week: Up to 35 hours per week

Compensation: Hourly student rate for continuing Harvard students or outside funding

Other Requirements: Candidates should be eligible to work in U.S. Please contact the Harvard International Office if you have questions about your eligibility.

Preference for graduate students

TO APPLY: Send your resume and cover letter in one document with your first and last name at the beginning of the file name to Marina Jokic at marina_jokic@gse.harvard.edu with the job title in the subject line. Applications will be reviewed on a rolling basis.