

# EdRedesign

OPPORTUNITY FOR ALL

HARVARD



GRADUATE SCHOOL  
OF EDUCATION

**Job Title:** Events Intern

**Type:** Internship

**Function:** Other/Career

**Salary Range:** Standard Harvard undergrad or graduate student rate

**Weekly Hours:** 6-10 hours

**City:** Cambridge

**State:** MA

**Country:** USA

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Are you a Harvard undergrad or graduate student interested in cradle-to-career work to support children, youth, and families?

The EdRedesign Lab (EdRedesign) at the Harvard Graduate School of Education (HGSE) is seeking a motivated and talented individual to join our team for the Spring 2025 semester, with the possibility of continuing into the summer.

Founded in 2014 by Paul Reville, former Massachusetts Secretary of Education and Professor of Practice of Educational Policy and Administration at HGSE, EdRedesign 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**

The events intern position will provide support in the planning, production, and execution of high-quality internal and external events in collaboration with the senior project coordinator, other EdRedesign staff, and external partners. The position is part of a busy team that produces multiple high-impact events each year along with smaller ancillary virtual and in-person programs and events throughout the year. This role provides an exciting opportunity to learn from people who are experts in their field and to be involved with programming for innovative local and national community leaders and change makers in cradle-to-career youth development and education and the place-based partnership field.

We are hiring an events intern to provide support with the following areas:

- Helping with nuanced logistics for meetings and events, including securing locations, audio/visual needs, materials, food and beverage, etc.
- Supporting event registration and tracking.
- Researching vendors and assisting with communications during the quote gathering and bidding phase.
- Helping to organize and maintain inventory of event materials.
- Attending relevant meetings, taking notes, and summarizing information (when schedule permits).
- Opportunity to participate in, shadow, and support webinars, convenings, and other relevant EdRedesign activities (when schedule permits).
- Other administrative projects and day-to-day tasks as assigned.
- Semester Project: Research event planning best practices from other Harvard units and national partners to help us grow and improve our events planning processes.

## **Qualifications**

- Interest in and experience with event support in the nonprofit sector.
- Proficient in Canva, Microsoft Office Suite, and Google Drive; experience with Adobe a plus.
- Strong Excel data entry and manipulation skills (pivot tables, organizing registration information).
- Experience with professional email and document creation/formatting/design and/or infographics a plus.
- Excellent writing and interpersonal communication skills.
- Ability to multi-task, meet deadlines, and shift priorities.
- Strong problem-solving abilities, highly organized, and detail-oriented.
- Positive and energetic team player with the ability to function independently, as well as in a collaborative environment.
- Commitment to EdRedesign's vision and relevant professional and/or lived experiences.

Number of Openings: 1

Internship/Project Term (Work Period): Spring 2025 semester with possibility of extension for Summer 2025

Required Work Schedule: Flexible remote hours. Optional in-person attendance at the Cambridge office on Wednesdays during the Team anchor day. Will need onsite support at the office leading up to and during events.

Requirements: Must be a Harvard-enrolled undergraduate or Master's degree student

Hours per Week: 6-10 hours

Compensation: Eligible for work-study and/or non-work study funding; paid at standard Harvard undergrad or graduate student rate

TO APPLY: Send your resume and cover letter in one PDF document to Shoshana Zuckerman at [shoshana\\_zuckerman@gse.harvard.edu](mailto:shoshana_zuckerman@gse.harvard.edu) with the job title in the subject line. Applications will be reviewed on a rolling basis with a final deadline of **Friday, December 13<sup>th</sup>**.