

**Job Title:** Communications Associate

**Type:** Paid 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 tackling issues of educational equity, intergenerational poverty, and economic mobility in communities across the country? Driven by the vision that race, place, and income should no longer be determinants of school and life success for children and young people, The EdRedesign Lab (EdRedesign) at the Harvard Graduate School of Education (HGSE) is working to change practices, policies, and systems so that more young people can reach their full potential in school and in life.

EdRedesign is seeking a motivated and talented student to join our team for the Fall 2025 semester with the possibility of extension for the Spring 2026 semester and Summer 2026 contingent on performance and needs.

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 well-being, educational attainment, civic engagement, and upward mobility. 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, poverty, and disinvestment.

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 (where children from kindergarten through 12<sup>th</sup> grade spend only 20% of their waking hours). 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 this growing field to effect transformational change that serves the needs and talents of individual children and youth, our work focuses on talent development, actionable research, and movement building, including our Institute for Success Planning and our *By All Means* initiatives.

## **Responsibilities**

The Communications Associate will be an integral part of the EdRedesign communications team, which is tasked with managing everything from digital media to media relations.

Specific duties and projects will vary by week, but generally will include:

- Social media content development
- Supporting the production of editorial and research content
- Supporting events with photography, signage, and other logistics
- Supporting website management by editing or posting pages
- Assisting with Salesforce and email marketing system updates
- Administrative support including note taking and slide development
- Additional responsibilities may include video editing or graphic design based on interest and skills

## **Qualifications**

Harvard students at all levels are encouraged to apply.

## **Required**

- Strong writing and editing skills.
- Ability to work both collaboratively and independently.
- Ability to synthesize information from multiple sources.
- Interest in learning new communication and multimedia skills and platforms.

- Passion for EdRedesign's mission: To ensure the social, emotional, physical, and academic development and well-being of all children and youth, especially those affected by racism and poverty.

**Preferred**

- Familiarity and experience with U.S. education and policy.
- Experience with social media (Instagram, LinkedIn, and Facebook), website (Drupal), and email marketing platforms (Salesforce).
- Experience in research, policy, or community work related to education, youth, and families.
- Experience photographing events.

**Number of Openings: 1**

**Internship/Project Term (Work Period):** Fall 2025 semester with possibility of extension for the Spring 2026 semester and Summer 2026 contingent on performance and needs.

**Required Work Schedule:** Flexible. A majority of work can be conducted remotely; however, this role will require some attendance at in-person events and other meetings on Harvard's campus.

**Requirements:** Must be a Harvard-enrolled undergraduate or Master's degree student. Candidates should be eligible to work in the U.S. Please contact the Harvard International Office if you have questions about your eligibility.

**Hours per Week:** 6-10 hours

**TO APPLY:** Complete [this form](#) and follow the directions for submitting your resume and cover letter. Applications will be reviewed on a rolling basis with a final deadline of **Friday, September 12th.**