



Job Title: Events Associate

Type: Paid Internship

Function: Other/Career

Salary Range: Standard Harvard undergrad or graduate student rate

Weekly Hours: 4-10 hours during the academic year; up to full time hours leading up to and during summer events.

City: Cambridge

State: MA

Country: USA

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 opportunity to stay in the role during 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 12th 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.

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 Program 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 the cradle-to-career place-based partnership field.

We are hiring an Events Associate 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

- Currently enrolled as an undergraduate or graduate student at Harvard University.
- 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 mission and vision and relevant professional and/or lived experiences.

Number of Openings: 1

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

Required Work Schedule: Flexible. 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. 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: 4-10 hours during the academic year; up to full time hours leading up to and during summer events.

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

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.