The Ash Center for Democratic Governance and Innovation at Harvard Kennedy School is the University’s hub for research and teaching on issues of antiracism, democratic governance, indigenous governance, and Asia public policy. Covering topics ranging from civic engagement to China energy policy, the Center is home to students, scholars, and practitioners from around the world.

Working as a part of an energetic and passionate team, the communications assistant will help get the Center’s research, timely commentary, and program opportunities into the hands of academics, electeds, and other experts. The communications assistant role spans digital media and print. An ideal position for a student or recent graduate interested in a career in communications or marketing, this person will be responsible for regularly developing web, social media, and email content. Reporting to the Center’s Communications Manager and the Director of Communications and Public Affairs, this role will also have the opportunity to expand their portfolio and assist with writing editorial content, crafting digital media (video, podcast, etc.), executing on graphic design, and supporting media relations.

Though this position is listed as fully remote, in-person desk space is available if located in the Boston area. This position is slated to end on May 27, 2022, with the possibility to extend through the summer.

Responsibilities

- **Event Support:**
  - Create posters, social media assets, and other promotional materials
  - Help develop event-related email marketing and followup
  - Help develop outreach strategies to introduce events to new, relevant audiences

- **Website Management:**
  - Post new content to the Ash Center website and edit existing pages
  - Help plan user experience improvements to the website

- **Email Marketing:** In addition to helping build email marketing campaigns, assist in keeping the Ash Center’s Salesforce CRM (Customer Relationship Management) system up to date with relevant industry contacts, regularly aiding the team with list development and updates.
- **Social Media**: Help manage the Center’s Twitter, LinkedIn, and Facebook accounts
- **Other**: This position will have opportunities to grow and expand their role to create digital media products, write editorial features, and design assets as dictated by the team’s need and this person’s interest.

**Qualifications**

- Demonstrated excellent verbal and written communication skills
- Ability to manage multiple projects, set priorities, and work as a part of a team
- Ability to gather data, compile information, and draft a range of written materials
- Interest in public policy issues related to antiracism, democratic governance, indigenous governance, and Asia public policy
- Experience with social media marketing, email marketing, media outreach, and web editing is a plus, but not required
- Junior, senior, or recent graduate preferred

**How to Apply**

Please email a resume, statement of interest, and *optional* portfolio or related materials to Sarah Grucza (sarah_grucza@hks.harvard.edu). The statement of interest should be one paragraph about why you’re interested in this position and how it pertains to your career goals or interests.

*The Ash Center is a vibrant and values-driven community. We are committed to diversity and welcome people of varied backgrounds, cultures, experiences, and disciplines. We actively seek applications from people of color, women, the LGBTQIA+ community, military veterans, persons with disabilities, and underrepresented backgrounds.*