Editor; Race, Research and Policy Portal

The IARA Project: The goal of the Institutional Antiracism and accountability (IARA) Project, based at the Harvard Kennedy School’s Ash Center for Democratic Governance and Innovation, is to use research and policy to promote antiracism as a core value and organizational norm. IARA’s faculty director is HKS Professor Khalil Gibran Muhammad, a leading scholar of race and racism in the United States.

Race Research and Policy Portal (www.RRAPP.org): RRAPP is an online portal of research on antiracist organizational change. The objective of RRAPP is to evaluate existing research and publications in areas of institutional policy, practice, and accountability as they relate to diversity and inclusion, racial equity, and antiracism, and to make the work available to a public audience in an accessible and reputable format.

Position: RRAPP Editor: Temporary, less than half-time/hourly part-time remote appointment.

The RRAPP Editor will manage the review process for summaries on the RRAPP website, read and copy-edit article summaries written by the RRAPP technical writers. The editor will identify and assign selected articles to reviewers, communicate deadlines, copy edit summaries, assign summaries for final review, communicate with stakeholders, and oversee postings to the site. The summaries take antiracism research and synthesize them into accessible briefs for dissemination to non-academic audiences. The editor must have excellent writing and copy-editing skills and a demonstrated ability to work independently and meet deadlines. Familiarity and experience with material related to racial or social justice are preferred.

Workload will include overseeing the review process each cycle, including coordinating the team of approximately five graduate student technical writers (TWs). In addition, the editor will review and copy edit article summaries created by the TWs, usually ten items, within a 1-2 week turnaround time frame. Estimated time commitment is from 6-10 hours per week, depending on the review cycle.

Reporting: This position reports to the IARA Project Program Director and Faculty Director.

Pay: $21 per hour. This is a Student Union position.

Basic requirements:
- Enrolled in a Ph.D. or EdD program at Harvard or a Boston area university in a related field
- Strong writing skills with experience in copy editing preferred
- Strong project management, coordination, and email communication skills
- Proficiency in Microsoft Word and Google Docs and basic functions of Google
Sheets/Microsoft Excel
- Proven ability to work independently and as part of a team
- Commitment to racial justice and equity

Additional desired requirements:
- Academic or professional experience that is mission-aligned
- Prior writing experience for publication

Please send resume, cover letter, and writing sample to iara@hks.harvard.edu

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.