

## **Harvard Votes Challenge Graduate Assistant**

The Harvard Votes Challenge is a university-wide effort supported by the Ash Center for Democratic Governance and Innovation and the Institute of Politics (IOP) to increase voter registration and participation among eligible students, staff and faculty.

The Ash Center and IOP seek a Graduate Assistant to coordinate the growing civic engagement program work across the entire Harvard University community. The ideal applicant will have a passion for civic engagement and democracy. As well as experience in organizing, communications and event planning.

### **The position includes the following responsibilities:**

- Help to implement the vision and strategy for the Harvard Votes Challenge and evaluation of the program.
- Serve as an additional point of contact on Harvard Votes Challenge programming for students, volunteers, faculty, staff and administrators.
- Attend team meeting every other week.
- Support team in developing cross-Harvard collaboration and external partnerships.
- Co-create data platforms and Online Virtual Toolkit.
- Organize and create communications and content about voter engagement.
- Make civic engagement fun.

### **Strong applicants will have the following experience/skills:**

- Proven track record developing and implementing civic engagement campaigns, specifically around voter registration and turnout.
- Excellent communication skills: verbal, writing for internal purposes and for wide external audiences.
- Strong project organization skills: takes initiative, mastery of time-management, see completion of tasks/projects from ideation to implementation, ability to prioritize work and meet competing deadlines.
- Values team work and community building: adaptable, responsive, and able to effectively communicate across teams.

This position will report to the Associate Director of the Democratic Governance Program at the Ash Center and Director of Student Programs at the Institute of Politics. Hours are flexible, \$18/hour. Send resumes and availability to [Teresa Acuna@hks.harvard.edu](mailto:Teresa_Acuna@hks.harvard.edu).