

Harvard Votes Challenge at Harvard Kennedy School

Graduate Assistant Position

The Harvard Votes Challenge is a university-wide effort to increase voter registration and participation among eligible students, staff and faculty. The Ash Center at the Harvard Kennedy School seeks two Graduate Assistants 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 implement the vision and strategy for the Harvard Votes Challenge and evaluation of the program.
- Organize HKS students to register to vote via TurboVote and track progress through data management.
- 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.
- 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 Events at the Ash Center. 12 hours max a week. Send your resume and availability to Melissa_DAnello@hks.harvard.edu by August 31, 2020.