Technical Writer
Institutional Antiracism and Accountability Project (IARA)
Ash Center, Harvard Kennedy School

One-graf version (again this is probably enough for a part-time RA post):
The Institutional Antiracism and Accountability (IARA) Project is looking for a part-time technical writer for the 2021-22 academic year to support the Race, Research and Policy Portal (www.rrapp.org). The technical writer would work closely with the RRAPP Editor and IARA Program Director to analyze, evaluate, assess, and summarize collected works, to write accessible, compelling translations of complex research for non-academic audiences to be posted on IARA's Race Research and Policy Portal (RRAPP) web portal, and to scan and document the subject field.

The ideal candidate is enrolled in a Masters Degree or Ph.D. program in social science or interdisciplinary field, academic or professional experience that is mission-aligned, proven writing and research skills, and demonstrated experience and commitment to racial justice and equity. Pay is $18 per hour. Expected time commitment is 10-14 hours per week. For more information or to apply, please send resume, cover letter, and writing sample to iara@hks.harvard.edu. We actively seek applications from people of color, women, the LGBTQIA+ community, military veterans, persons with disabilities and underrepresented backgrounds.

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

This Project: The existing field of research on systemic racism is populated predominantly with data on how racism impacts the social determinants of health in communities of color. Research is limited on successful interventions and policy changes that directly address these inequities and shift institutional practice. Accountability standards allow for evaluating effectiveness, provide organizations a road map to success, and allow stakeholders to be transparent and
benchmark their progress. Accountability standards can provide an outline and identify what success looks like when it comes to racial equity. IARA will assess, analyze and document effective measures of health care organizations engaging in internally focused antiracist change. In order to reach this goal, the IARA project will produce at least two case reports of antiracist change in organizations and publish several summaries of pivotal research in the field, as well as create an accountability framework. This framework would also act as a road map and guide for organizations to determine the best next steps in their own institutional antiracist work.

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

**Position: The position will include two streams of work: Technical Writer for RRAPP, and Research Assistant for RWJ Research Study:** Temporary, part-time, remote appointment for the 2021-22 academic year with the possibility of a second year. Start date July 1, 2021.

The technical writer will analyze collected works and evaluate, assess, and summarize the published works for the general public as well as staff, students, and faculty at Harvard and other academic institutions. The technical writer must have excellent writing skills and a demonstrated ability to tailor information for the intended audience, work independently, and meet deadlines. The primary role of the position will be to write accessible, compelling translations of complex research for non-academic audiences to be posted on the RRAPP web portal.

This position includes, but is not limited to:

- Write accessible, compelling translations of complex healthcare-related race equity research for non-academic audiences to be posted on the RRAPP web portal.
- Supporting the Research Fellow in directed research - reading, summarizing, and synthesizing material
- Scanning and documentation of the subject field

This position reports to the IARA Project Program Director and IARA Research Fellow for the Robert Wood Johnson Foundation Project.

Pay is $18 per hour.
The expected time commitment is 10-14 hours per week.

Basic requirements:
- Bachelor's Degree in a related field
- 1-2 years of work experience (including/not limited to, as part of academic training)
- Strong writing and research skills
- Proficiency in Microsoft Word, Powerpoint, and Google Docs
- Proven ability to work independently as well as part of a team
- Prior experience with quantitative and qualitative research
- Commitment to racial justice and equity

Preferred:
- Enrolled in a Masters Degree or Ph.D. program in social science or interdisciplinary field
- Academic or professional experience that is mission-aligned

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

Black, Indigenous, and people of color candidates are encouraged to apply.