



Research Assistant Position
Full-time or Part-Time
Summer 2021 | Remote

The Ash Center for Democratic Governance and Innovation advances excellence and innovation in governance and public policy through research, education, and public discussion. The Democratic Governance program at the Ash Center explores the relationships between democratic governance and the persistence of urgent social problems.

The program is launching a multidisciplinary collaboration series to reimagine American democracy by bringing together academics and practitioners across three specific pillar communities: media, social movements, and institution reform.

Responsibilities

- Help the Project Manager implement the vision and strategy for the Reimagining Democracy Series, including hosting public discussion events and laying the groundwork for a medium-scale convening
- Attend weekly team meetings and other meetings as needed
- Serve as an additional point of contact for Reimagining Democracy working groups
- Oversee communication listservs and draft email communications to defined communities of academics and practitioners
- Undertake research on issues pertaining to media, social movements, and institutional reform
- Provide additional support as needed

Strong applicants will have the following experience/skills:

- 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
- Excellent communication skills: verbal and written for both internal purposes and for wider external audiences
- Values team work, collaboration, and community building: adaptable, responsive, and able to effectively communicate across teams

Job specifics and how to apply:

This position is remote during the summer and will report to the Project Manager. Compensation is \$20/hr. Weekly time commitment is flexible; we would consider full-time or part-time candidates. Please send your resume to teresa_acuna@hks.harvard.edu by May 14, 2021.