

## Technical Writer; Race, Research and Policy Portal

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**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. 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 (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 yet rigorous format.

**Position: Technical Writer, RRAPP:** Temporary, part-time, remote appointment. Harvard graduate students are given preference.

The technical writer for RRAPP will find, read, and summarize complex research and methodology into easy-to-read and accessible policy briefs for dissemination to non-academic audiences. The technical writer will utilize research databases to search for and collate related field-based peer-reviewed literature. Additionally, they will assess collected works and summarize published works for the RRAPP audience, including the general public and academic affiliates. 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 find relevant research and write accessible, compelling translations for non-academic audiences to be posted on the RRAPP web portal.

This position reports to the RRAPP Editor and IARA Project Program Director.  
Pay is \$21 per hour.

Expected time commitment 5-7 hours per week during the writing cycle, which is generally twice per term.

The Technical Writers' work is copyrighted and can be cited in personal resumes.

Basic requirements:

- Bachelor's Degree
- Enrolled in a Master's or Ph.D. program in social science or interdisciplinary field
- Strong writing skills with experience working on policy briefs preferred

- Proficient in Word and Google Docs
- Proven ability to work independently as well as part of a team against collaboratively-set deadlines
- Commitment to racial justice and equity

Additional desired requirements:

- Academic or professional experience that is mission-aligned
- Prior writing experience for publication
- Experience in research specifically related to racial equity and antiracism

Please send resume, cover letter, and writing sample to [lara@hks.harvard.edu](mailto:lara@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.