



## **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 this civic engagement work across HKS in collaboration with the wider 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 with planning and implementation of 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 meetings 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: ability to take initiative, mastery of time-management, see completion of tasks/projects from ideation to implementation, ability to prioritize work and meet competing deadlines.
- Commitment to teamwork and community building: adaptable, responsive, and able to effectively communicate across teams.

#### **Eligibility**

This position is open to current, enrolled HKS student only. Ideal candidates will be able to commit to work for the full academic year, with the possibility of renewal next year for two-year students.

#### **Hours and Pay**

This position will pay \$21/hour at 12 hours max a week.

**How to Apply**

This position will report to the Senior Associate Director for Democracy Initiatives at the Ash Center. Please send a resume and availability to [christina\\_marchand@hks.harvard.edu](mailto:christina_marchand@hks.harvard.edu) as soon as possible, but no later than October 15, 2023.