

CID's Undergraduate Internship Program - Communications *2017-18 Academic Year*



The Center for International Development is a university-wide center that works to advance the understanding of development challenges and offer viable solutions to the problems of global poverty. CID is Harvard's leading research hub focusing on resolving the dilemmas of public policy associated with generating stable, shared, and sustainable prosperity in developing countries. CID has consecutively been named one of the top five global think tanks in international development.

We are looking for a dynamic and creative intern who is excited about media and communications and wants to learn more about how these are integral areas to the functioning of a research center, or a small non-profit. We need an intern who can consistently work six to ten hours a week with CID's Communications Manager collaborating on media and communications projects and tasks. The successful candidate will work closely with our energetic and friendly CID staff, gain an understanding of the functions and dynamics of the non-profit sector, and work in a high-profile, fast-paced office.

Description

The ideal candidate will:

- Provide support with video, photograph and podcast editing;
- Marketing material design;
- Website editing & maintenance;
- Participate in special projects: web migration project, international communications, etc.
- Conduct other miscellaneous tasks related to the ongoing activities of a research center.

To be eligible for our Internship Program, applicants must meet the criteria below:

- Proficiency in video, sound and photograph editing
- Ability to work in InDesign and other design programs
- Proficiency in MS Office (particularly Excel and PowerPoint) and web-search skills;
- Excellent written and verbal communication skills; and
- Superb attention to detail.

Preferred qualifications:

- Desire to learn more about international development, media and communications;
- Proactive, collaborative and able to deal with different stakeholders (internal and external) in a fast paced environment;
- Ability to plan and work on multiple projects simultaneously in an organized way; and
- Team player with cultural sensitivity.

How to Apply

Candidates should email resume and cover letter to cid_recruiting@hks.harvard.edu with 'Communications Intern' in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

About the Undergraduate Internship Program

CID's Undergraduate Internship Program runs each semester with the possibility of extension through the academic year and summer months. Interns are paid hourly rates based on experience and university student pay guidelines. The program provides students the opportunity to learn about and contribute to business operations for a global research center in the field of international development.