

Growth Lab Undergraduate Internship Program *Outreach & Communications Spring Internship*



GROWTH LAB

Center for International Development
at Harvard University

The Growth Lab is an academic research program housed at Harvard's Center for International Development. It consists of a dynamic, cross-disciplinary group of researchers that studies economic growth and structural change in an effort to understand the challenges and obstacles to economic development. As part of its mission, the Growth Lab engages actively in applying its research in policy engagements.

We are looking for a dynamic and creative intern who is excited about **outreach and communications** and wants to learn more about how these are integral areas to the functioning of a research program, or a small non-profit. We need an intern who can consistently work 6-to-10 hours a week with the Growth Lab's Communications and Outreach team, collaborating on projects and tasks. The successful candidate will work closely with our energetic and friendly 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:

- Flagship event and research seminar logistics and outreach
- Podcast and video editing
- Website editing and publications maintenance
- Social media content and analytics
- Conduct other miscellaneous tasks related to the ongoing activities of a research program.

Required qualifications:

- Experience planning events
- Familiarity with audio/video editing software and website CMS
- Proficiency in MS Office (particularly Excel and PowerPoint) and web-search skills
- Excellent written and verbal communication skills
- 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 [Chuck McKenney](#) with 'Media Spring Intern 2020' in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

About the Undergraduate Internship Program

The Growth Lab'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. Students in the Federal Work-Study program are encouraged to apply.