

CID's Undergraduate Internship Program – Events & Outreach *2017-18 Academic Year*



The Center for International Development (CID) is a Harvard-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, analytical, and detailed oriented intern who is keen on understanding how social media and web data can be used to make strategic decisions in a non-profit environment. We need someone who can consistently work six to ten hours a week with CID's Marketing and Digital Communications Specialist mostly collaborating on projects that have to do with the analysis of social media data, center events (i.e. seminars, speaker series), as well as other onetime events and activities. 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 tracking CID's media engagements for its various stakeholders (faculty, fellows, and staff);
- Analytics support: comb through, analyze and interpret social media and website statistics; conduct benchmark analysis; make recommendations based on analysis;
- Compile Atlas facts: collect nuggets of information related to current affairs from CID's website www.atlas.cid.harvard.edu
- Participate in special outreach projects: CID's annual marquee GEM conference, Speaker Series; creation and maintenance of CID's alumni group
- 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:

- Demonstrated proficiency & data analysis
- Social Media savvy
- Interest in developing skills in digital communication, events planning and web analytics
- Proficiency in MS Office (particularly Excel and PowerPoint) and web-search skills;
- Excellent written and verbal communication skills; and
- Sense of humor.

Preferred qualifications:

- Desire to learn more about international development, outreach and analytics;
- Proactive, collaborative and able to deal with different stakeholders (internal and external);
- 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 Camila Lobo at cid@hks.harvard.edu with 'Outreach 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.