



Communications Intern

Summer 2016

The Center for International Development (CID) at the Harvard Kennedy School of Government is seeking a tech savvy student to join us as a Communications Intern. CID 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.

The successful candidate will work closely with our Communications Manager and engage with other members of our staff. Responsibilities include:

- Assist in the writing and editing of press releases and website content
- Assist in the strategic dissemination of research content
- Curating and creating content for social media profiles
- Researching press outlets in economic development and technology
- Developing a press book (electronic) and keeping it up to date
- Coordinating and reporting on website and social media metrics

Required Qualifications: Strong writing skills, basic understanding of social media marketing and social media management systems (Hootsuite, Tweet Deck), intermediate level skills in Photoshop, PowerPoint or Prezi. Excellent communication skills (both written and oral), flexibility, adaptability, and strong attention to detail, are all a must. We also require advanced organizational skills and the ability to manage multiple projects simultaneously, meet deadlines, and work independently.

Additional Qualifications: Experience with video editing software. Dealing with important constituencies in a fast paced environment; event planning; and familiarity with international development issues a plus.

We are looking for an intern that can consistently work ten hours per week but this can be negotiated based on the ideal candidate's class schedule. Timeframe is now – August 2016 at a rate TBD based on experience and university student pay guidelines. This is a 3 month term appointment, with the possibility of extension through the next academic year.

Please email resume and letter of interest to Chuck McKenney at chuck_mckenney@hks.harvard.edu. Applications will be reviewed on a rolling basis until the position is filled.