



HARVARD Kennedy School

Building State Capability

Job Description: BSC Communications Assistant

[Building State Capability \(BSC\)](#) is committed to resolving public problems with purpose. We empower public organizations to find context appropriate solutions and improve the implementation of their policies and programs. We support government implementation teams around the world to solve complex public problems, offer a variety of executive training programs, provide tools and self-paced guides, publish papers, post blogs, record podcasts, and host events on a wide range of topics in international development. We have trained over 4,500 practitioners in 156 countries and created a community of practice on implementing public policies.

BSC is hiring a part-time assistant (14hrs/week) to support our communication work, contribute to our online presence, and grow our global Community of Practice (CoP) We are looking for a person with excellent interpersonal skills, who enjoys building meaningful relationships with people from around the world. This person is dynamic and creative and excited about making our work more accessible to general audiences. The successful candidate will work closely with our energetic and friendly staff in a high-profile, fast-paced environment.

Description

The ideal candidate will provide support with:

- Updating, drafting, and editing content for the website
- Ensuring all content is digitally accessible
- Editing and transcribing podcasts and videos
- Drafting posts for social channels on Twitter, LinkedIn, and Instagram
- Monitoring media for coverage of PDIA related content
- Analyzing web and social media analytics
- Conducting other miscellaneous tasks related to the ongoing activities of our research program and the CoP
- Engaging regularly with the CoP members and moderators as needed
- Creating smaller CoP sub-groups by country, region, or topic of interest, and facilitating community meet-ups
- Documenting how the CoP community uses the PDIA approach in their day to day work and what challenges they face

Required qualifications:

- Familiarity with Adobe Creative Suite (InDesign in particular), Canva, WordPress and audio/video editing
- Experience utilizing analytics to inform digital strategy
- Exceptional organizational and management capabilities with ability to work independently
- Passion for supporting policy practitioners to improve their outcomes
- Comfortable with ambiguity and flexible to adapt to changing needs and priorities
- Excellent written and verbal communication skills
- Superb attention to detail

Preferred qualifications:

- Desire to learn more about international development, media and communications

- Knowledge of the PDIA approach
- Proactive, collaborative and able to work in a fast-paced environment
- Ability to plan and work on multiple projects simultaneously in an organized way
- Team player with cultural sensitivity

How to Apply

Candidates should email their CV and a brief statement of interest to bsc@hks.harvard.edu with 'BSC Communications Assistant' in the subject line. Applications will be reviewed on a rolling basis until the position is filled.