



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 communications assistant (14hrs/week) to support our communications and digital engagement efforts. The ideal candidate will play a key role in growing our presence across social media platforms by developing content strategies, curating digital content, and analyzing performance metrics. We are looking for a person with excellent interpersonal skills, who is dynamic, 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:

- Developing and executing social media strategies to enhance brand awareness and engage and grow audiences across Twitter, LinkedIn, and Instagram
- Creating and curating content for social media platforms and BSC's website
- Tracking, measuring, and analyzing web and social media analytics
- Ensuring all content is digitally accessible
- Editing and transcribing podcasts and videos
- Monitoring media for coverage of PDIA related content
- Conducting other miscellaneous communications tasks related to the ongoing activities of a research program

Qualifications

- In-depth knowledge of social media platforms (Facebook, Instagram, Twitter, LinkedIn, etc.) and their respective best practices
- Ability to track, analyze, and interpret social media data to identify trends and inform digital strategy
- Familiarity with Adobe Creative Suite, Canva, WordPress, Sprout Social, Google Analytics, and audio/video editing
- Excellent written and verbal communication skills
- Superb attention to detail
- 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

This position is part-time, open to students, and on-campus in Cambridge, MA. We regret that Harvard Kennedy School does not provide Visa Sponsorship.

How to Apply

Candidates should email their CV, a brief statement of interest, and 3 sample social media posts 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.