

## Communications and Development Graduate Assistant

Join MIT's PKG Center for Public Service!

The Priscilla King Gray (PKG) Public Service Center is hiring a **Communications and Development Graduate Assistant**. This position reports to [Melissa Myers, Development Officer at the PKG Center](#).

Position lasts for the 2024-2025 academic year, with work available during the summer of 2024 and/or 2025 depending on needs and availability. Schedule involves 15-19 hours a week with lots of flexibility. Salary is \$18/hour.

**To apply for this job, please send a resume and cover letter to [mlmyers@mit.edu](mailto:mlmyers@mit.edu) with the subject "PKG Graduate Assistant Application."**

### **Position Overview:**

The PKG Center is the epicenter of public service at MIT. Our mission is to expand MIT students' unique skills and interests to prepare them to explore and address complex social and environmental challenges. We educate students to collaborate ethically and effectively with community partners to engage in meaningful public service, today and in their lives beyond MIT.

Under the direction of the Development Officer, this position will support all aspects of the Center's communications and development needs. From writing grant proposals and newsletter blurbs to planning alumni networking nights, you'll become an integral part of the PKG team and support the Center's mission.

You will also gain professional development in communications, fundraising, social impact, and higher education. There will be ample opportunities to build skills and network with staff and students who have experience in your chosen career path.

We have a small, tight-knit, lively, and welcoming office. The successful candidate will join a cohort of 10-12 Graduate Assistants from local universities, plus our team of 8 full-time staff ([meet the team on our website](#)).

## **Tasks:**

Precise tasks will depend on the skills and interests of the chosen applicant, but may include:

- Communications:
  - Writing and developing content for print and digital media, including articles, blog posts, feature stories, newsletter blurbs, impact reports, and more
  - Creating and curating relevant content for social media
  - Proofreading and editorial work
- Development
  - Alumni and donor engagement initiatives, including analyzing data, writing appeals, developing stewardship processes, and liaising with colleagues across MIT
  - Collecting and maintaining grant application data, writing grants, and assisting with fund stewardship reports
  - Event management, such as planning logistics, creating collateral, staffing events, and conducting post-event follow-up
  - Research and compilation of data on various topics and programs
- Supporting our other community engagement, public service, and outreach programs

## **Qualifications:**

- Currently enrolled in a master's degree or PhD program
- Excellent communication skills, with academic and/or professional writing and editing experience
- High level of attention to detail with excellent organizational skills
- Comfort with managing different tasks and working on multiple projects simultaneously
- Proficient with Google Workspace and Microsoft Office
- Academic, professional, or volunteer experience in one or more of the following: canvassing, fundraising, communications, marketing, journalism, professional event or catering management, nonprofit management, and/or higher education administration
- Commitment to upholding the [PKG Center's mission and values](#)

## **Preferred experience:**

- Familiarity with Airtable, Tableau, or other data management and visualization systems
- Experience with Canva, Adobe Creative Suite, or other design tools
- Professional experience developing content for social media platforms (Facebook, Twitter, Snapchat, Instagram, and/or YouTube)
- Personal and/or professional experience with service learning, community engagement, volunteer programs, and/or public service

**Work schedule and hours:**

- 15-19 hours of work each week
- Minimum 2 days of work availability per week, with flexibility to fit the Graduate Assistant's academic schedule
- Hybrid work available; at least one day in-person at our MIT office during standard work hours

**Timeframe:**

- Start date between May 31, 2024 and September 15, 2024
- End date approximately May 31, 2025 with renewal opportunity into the '25-26 academic year

*The 2024-2025 academic calendar at MIT is:*

Fall semester: September 3 – December 20

Independent Activities Period (IAP): January 6 – January 31

Spring semester: February 3 – May 21

**Salary:** \$18/hour with earned sick time and free CharlieCard

*At this point, we hope you're feeling excited about the job description you're reading. Even if you don't feel that you meet every single requirement, we still encourage you to apply! Studies have shown that women and/or people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The Center may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.*

*The Massachusetts Institute of Technology is committed to the principle of equal opportunity in education and employment. More information on MIT's nondiscrimination policy can be found at Policies & Procedures [Section 9.2](#). See also [Section 9.7](#) for the Institute's policy against retaliation.*

*While MIT will not sponsor a visa, applicants who have "nonimmigrant status" (such as F-1 students on approved OPT with written permission from their sponsoring institution/program with an approved I-765 Work Authorization) may be considered.*

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