Description
The Center on the Developing Child is looking for a graduate student with an interest in early childhood development and social entrepreneurship. At the Center, we drive a diverse set of activities that align around building a Research and Development (R&D) platform for science-based innovation, and transforming the policy and practice landscape that supports and even demands change. We do this because society pays a huge price when children do not reach their full potential, because half a century of policies and programs have not produced breakthrough outcomes, and because dramatic advances in science are ready to be used to achieve a promising future for every child.

The Transition to Scalability team works with early childhood ventures to consider how they can reach the goal of impact at scale using the latest insights from the science of early childhood development combined with business and scaling expertise from the world of social entrepreneurship. We are seeking a Harvard student who can commit 5-10 hours weekly to support the management of two key pieces of work to support this mission for the Fall 2019 semester (with the possibility of an extension).

Duties and Responsibilities:
- Manage tracking of project tasks and ownership and documentation of deliverables for two separate streams of work focused on supporting early childhood entrepreneurs
- Documentation of learning goals and outcomes to support our evaluation of an innovation toolkit for early childhood entrepreneurs
- Assist as needed if/where team members requires additional support with tasks related to supporting early childhood entrepreneurs prepare for scaling

Qualifications:
- Strong academic record
- Excellent oral and written communication skills;
- Ability to multitask, adapt, and perform within a fast-paced, deadline-driven environment;
- Self-motivated and a strong team player;
- Strong analytic and organizational skills;
- Highly proficient computer skills, including MS Office Suite;
- Family, adult, or early childhood interests preferred but not required;
- Prior project management skills preferred, but not required.

Learning and Development Opportunities
- Knowledge about the science of early childhood development and social entrepreneurship;
- Exposure to the Center’s IDEAS Impact Framework™
- Access to social entrepreneurship workshops and webinars
• Access to a network of social entrepreneurs
• Access to key stakeholders in the early childhood innovation ecosystem
• Understanding of how project management skills can be applied in the early childhood education research space

This position is available as a work-study, non-work study, applied learning course credit or paid position (negotiable). Duties will be conducted on-site at 50 Church Street, Cambridge, as well as off-site. Interested applicants should submit a resume and cover letter plus three contact names for references to the Center on the Developing Child Student Job Application Portal: https://fs6.formsite.com/developingchild/form342/index.html?1562600507493 by August 25, 2019. Finalists will be invited in for an interview. All applicants will receive notification once the position has been filled. If you have any questions, please email: developingchild_students@harvard.edu.