Harvard Kennedy School Government Performance Lab
Research and Writing Fellow Position

About the position

The Government Performance Lab (GPL) is seeking a full time Research and Writing Fellow to produce clear and persuasive written content that supports state and local governments and elevates the innovative work the GPL is doing in the field. The GPL is an organization of 50+ team members based at Harvard Kennedy School that supports governments across the U.S. in improving outcomes in behavioral health & homelessness, criminal justice, children & families, economic mobility, and procurement.

The Research and Writing Fellow will work closely with GPL staff to capture key insights, evidence, and lessons learned from GPL projects and translate them into actionable pieces of written content for a broader audience of policymakers and practitioners. This content may include policy briefs, how-to guides, case studies, practitioner interviews, webinar recaps, blog posts, and other forms of digital copy.

The Research and Writing Fellow will have a deep understanding of the GPL’s target audience of state and local leaders and be skilled at synthesizing insights from multiple internal and external sources, including webinars, presentations, interviews, meeting notes, grant reports, and more. Given the many opportunities to produce content at the GPL, it will be important for the Fellow to effectively balance and prioritize multiple projects, track their progress, and proactively manage expectations with internal and external stakeholders.

The Research and Writing Fellow will also be responsible for managing the collaborative process of taking a piece of content from inception to completion, which may include drafting and revising content, soliciting feedback from teammates, getting necessary approvals from senior level colleagues and governments, style editing, publishing to the website, and supporting with promotion.

Examples of recent writing projects include:

- Policy brief: Creating diversion pathways to strengthen behavioral health support in rural jurisdictions: Lessons from Gregg County, TX
- Project feature: Addressing racial disparities in Chicago’s emergency rental assistance applications during COVID-19
- Innovator Interview: Empowering families through place-based resource centers in Washington, D.C.

Over the next year, the GPL may create content focused on topics such as: supporting child welfare agency leaders in strengthening connections to preventative services for families; documenting criminal justice reforms across jurisdictions intended to reduce incarceration; and supporting jurisdictions overhauling their procurement practices.

Basic qualifications:

- Strong research and research translation skills. Ability to identify core concepts and insights and synthesize into clear, plain language descriptions.
- Excellent writing and editing skills, including the ability to consistently and independently produce compelling, well-written, and error-free work products with only light-touch guidance.
- Strong project management capabilities, with a demonstrated ability to independently manage projects to completion, establish priorities among multiple simultaneous deadlines, and sustain timely responses to deadlines and requests.
Many kinds of experiences could prepare an individual to thrive in this role. We expect the strongest candidates will have many, but likely not all, of the qualifications listed below:

**Preferred qualifications:**
- A background in public policy or experience working with state and local government practitioners.
- Ability to give and receive feedback on written products, based on a commitment to meeting the needs of the target audience.
- Team player with the proven ability to build strong relationships and develop trust with colleagues.
- Experience producing online publications and/or solutions-oriented journalism.
- Experience with and/or willingness to learn digital media and design tools (i.e. Canva, InDesign, etc.).

**Application submission guidelines:**
Interested candidates should submit a resume, cover letter, and 2-3 short writing samples using the [GPL’s Online Application Form](http://www.gpl.org) by Sunday, April 10 at 11:59 pm ET. Each writing sample should not exceed 5 pages and should be solely authored by the candidate. (If a writing sample was edited by someone other than the candidate, please indicate.) Examples include the following:
- An excerpt of a research translation piece that synthesizes insights from multiple sources (e.g. literature review)
- A policy-oriented paper (e.g. policy brief, memo, academic paper)
- A news or media product (e.g. news article, blog post)

**Additional information:**
*Compensation:* GPL Fellows will be funded for one year at a salary of $85,000 plus benefits. Fellows based in the states where Harvard is registered to do business—California, Connecticut, Maine, Maryland, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont—will have their pay and benefits administered through Harvard. Fellows in any other state have their pay and benefits, including medical insurance, administered through Harvard’s payroll service provider AllSourcePPS and will formally be an employee of AllSourcePPS. For the duration of the fellowship, fellows will have a Harvard appointment as a Fellow at the GPL.

*Location:* This position may be based in any U.S. location, but requires occasional travel, including to Cambridge, MA, for periodic meetings.

**About the Government Performance Lab**
The Government Performance Lab at the Harvard Kennedy School conducts research on how governments can improve the results they achieve for their residents. An important part of this research model involves providing technical assistance to state and local governments. We improve how governments function and how services are delivered, speed up progress on difficult social problems, and ultimately make a meaningful difference in the lives of vulnerable people across the United States. To date, the GPL has engaged with 89 jurisdictions spread across 35 states and has conducted more than 200 projects shifting more than $6B in government spending towards results. For more information on the GPL, please visit [http://govlab.hks.harvard.edu](http://govlab.hks.harvard.edu).

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