

Looking for experience in communications, content creation, and event marketing for state policymakers and statewide advocates working on early childhood issues? Interested in learning how effective communication helps translate rigorous research into accessible, actionable information for a wide range of audiences?

The Prenatal-to-3 Policy Impact Center has Senior Student Associate positions available for Spring 2026

PROGRAM DESCRIPTION

The Prenatal-to-3 Policy Impact Center is a policy research group at Peabody College under the direction of Dr. Cynthia Osborne. The Policy Impact Center aims to be the go-to resource for actionable evidence for state policy leaders as they develop and implement the most effective policies that ensure children get off to a strong start and thrive. Visit the Policy Impact Center at pn3policy.org for more on our projects and partners.

POSITION DESCRIPTION

Senior Student Associates will gain hands-on experience in communications, content development, and event marketing while working closely with the Communications team. This position is designed to support the Center's communications and stakeholder engagement efforts, including writing, outreach, and promotional tasks.

Specifically, Senior Student Associates will:

- Help manage the Center's Customer Relationship Management System (CRM)
- Support outreach efforts by drafting and scheduling communications to the Center's core audiences
- Synthesize findings from research and policy reports into clear, accessible content for non-technical audiences
- Draft written materials—including blog posts, newsletter articles, and social media copy—to share the Center's research and policy insights
- Support event marketing efforts by drafting promotional emails, invitations, and related communications
- Contribute to the development of communication resources such as fact sheets, web content, and policy summaries
- Draft press releases and other external-facing communications documents
- Other tasks and support as needed

QUALIFICATIONS

- Vanderbilt master's students, and junior and senior year undergraduate students (not limited to Peabody students)

- Strict attention to detail
- Independent and reliable worker with strong work ethic
- Strong organizational skills
- Exceptional time management skills
- Excellent written and verbal communication skills, with the ability to proactively share updates, collaborate across a remote team, and seek clarification when needed
- Must be intellectually curious and independently motivated
- Comfortable working in a hybrid environment and collaborating with a primarily remote team

TERMS OF EMPLOYMENT

- Spring 2026 semester appointment: start and end dates are negotiable
- Rate: \$16/hour
- Hours: 10-20 hours per week
 - Professional/Graduate students may work up to 20 hours per week (19 for undergraduate students) during the academic year, and an additional 9.5 hours per week may be allowed with approval for master's students
- Position is open to master's students, and junior and senior year undergraduate students
- All work is remote or onsite at the Policy Impact Center office
- Potential to continue in subsequent semesters, depending on the quality of work and funding
- Not benefits eligible

To be considered for the Senior Student Associate, please submit:

- Cover letter
- Resume
- 1-2 writing samples (ideally communications-focused, such as a blog post, newsletter, press release, or social media content).

Complete application materials should be sent to Heaven Woldai at Heaven.Woldai@Vanderbilt.Edu. The application deadline is Monday, October 27. Competitive candidates will be contacted on a rolling basis.