prenatal-to-3 policy IMPACT CENTER | VANDERBILT Peabody College

Research for Action and Outcomes.

Looking for hands-on experience in digital communications at an organization that turns rigorous early childhood research into accessible information for state policymakers and advocates?

The Prenatal-to-3 Policy Impact Center has a Senior Student Associate (Communications) position available for Spring 2027.

PROGRAM DESCRIPTION

The Prenatal-to-3 Policy Impact Center is a policy research group at the 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

We are seeking a motivated, detail-oriented undergraduate student to support the Communications team. This position is ideal for a self-starter who enjoys learning new skills, takes initiative to research solutions independently, and values accuracy and consistency.

The Senior Student Assistant will help maintain the Center's digital presence and brand by supporting website updates, creating social media graphics, and preparing communications materials. Responsibilities may include:

- Updating WordPress pages, including alt text, meta descriptions, image compression, and media library organization
- Supporting website page updates and reviewing published content for formatting, accessibility, and functioning links
- Creating social media graphics in Canva using established templates and following the team's review process for copy and graphics
- Applying the Center's branding to digital assets, including Infogram graphs and charts
- Drafting and formatting social media copy, with opportunities to support newsletter articles, blog posts, and other written communications
- Supporting event communications by drafting and preparing promotional emails, social media content, invitations, and other relevant materials
- Organizing digital assets, assisting with content calendars, and providing routine production and proofreading support
- Performing other communications-related tasks as needed

QUALIFICATIONS

- Vanderbilt Professional, Graduate, or Undergraduate student (not limited to Peabody students)
- Strong attention to detail, with a focus on accuracy and consistency
- Highly organized, with excellent time management skills
- Strong writing, proofreading, and communication skills
- Self-motivated and intellectually curious, with a willingness to research solutions and troubleshoot unfamiliar tasks while following established processes
- Commitment to the team's review and quality assurance processes
- Proactive communicator who shares progress updates and asks for clarification when needed
- Comfortable working independently in a hybrid environment and collaborating with a primarily remote team
- Familiarity with WordPress and Canva

TERMS OF EMPLOYMENT

- Spring semester appointment: start and end dates are negotiable
  - January 4, 2027 to May 14, 2027
- Rate: hourly, depending on qualifications and degree level
- 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 allowable with approval
- 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 Friday, October 30, 2026. Competitive candidates will be contacted on a rolling basis.