

Inform Women, Transform Lives | Graduate Assistantship

The Carter Center's Inform Women, Transform Lives (IWTL) initiative is seeking a qualified graduate student to conduct research and analysis to support the production of four papers related to city governments' experience in reaching women with information and municipal services and to develop additional learning pieces and tools.

IWTL works with municipal governments to increase their capacity to reach women — especially those most marginalized — with information about essential city services and to increase their use of services. The initiative begins with the implementation of a campaign, which includes small grants for community-based organizations, and continues with cities engaging as a community of practice. During the continuation phase, which we call the Global City Alliance, the cities apply lessons learned to improve broader service delivery for women, share their experiences, and mentor other cities.

As part of IWTL's engagement with the Global City Alliance, we are committed to sustained learning among our cities. To meet this objective, we would like to produce four quarterly papers that synthesize key learnings from the first five years of the campaign and develop further learnings and tools related to service delivery. These papers will respond to the question: What have we learned — including adaptations — from engaging with 48 cities on increasing access to information that public officials, policymakers, and funders can use to improve municipal service delivery? What more can we do to advance improved service delivery for women?

Themes of the white papers may include key learnings on service delivery by theme (e.g. gender-based violence services, caregiving services, waste management services, etc.), policy recommendations, and case studies of IWTL campaign implementation with analysis and insights.

Working with Office of the Vice President Senior Advisor Laura Neuman and IWTL Senior Program Associate Ingrid Lustig, the graduate assistant will conduct literature reviews to identify priority gaps for these papers to address and analyze internal reports and documentation as source materials, make recommendations on specific case studies to include, and potentially draft survey tools for interviews with Global City Alliance members.

Qualifications:

- Currently enrolled graduate who has completed at least two semesters of academic coursework.



- A weekly commitment, between 10 and 20 hours, for a period of nine to 12 months.
- Selected candidates will need to be self-starters and should be able to work independently.
- Demonstrated ability to synthesize research and conduct thematic analysis.
- Excellent writing skills with the ability to produce clear, compelling, well-structured analytical papers for policy, practitioner, and non-academic audiences.
- Ability to manage multiple deadlines and incorporate feedback effectively.
- Strong attention to detail and organization skills, including managing multiple sources of data and documentation.
- Demonstrated interest in gender equity, women's access to information, or municipal service delivery.
- Familiarity with local governance or civic participation concepts.

Preferred Qualifications

- Experience working with global networks or communities of practice.
- Experience developing learning tools or knowledge products.
- Written fluency in Spanish, Portuguese, or French is a plus.