

American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



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| <b>Job Title:</b>    | Digital Humanities Curator                |
| <b>Organization:</b> | American Antiquarian Society              |
| <b>Location:</b>     | Worcester, MA                             |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Early September 2013                      |

### ORGANIZATION DESCRIPTION

The American Antiquarian Society is an independent research library focused on early American history, literature, and culture. Our mission is to collect, preserve, and make available for study one copy of every item printed in what is now the United States from European contact to 1876. Our collections also include strong holdings in materials from Canada and the Caribbean. Founded in 1812, the Society is located in Worcester, MA, approximately 45 miles west of Boston. The Society's collections (all housed on-site) consist of over four million items, and include manuscripts, newspapers and periodicals, printed books and pamphlets, and graphic arts materials. AAS has been a digitization leader in the independent research library world; over 160,000 titles—some consisting of multiple volumes and items—are currently available for use in the library via digital formats. The Society's holdings of books in "analog" form are preeminent for its time period; we aspire to hold a similar position with respect to digital resources for Early American research. AAS awards over forty visiting fellowships to scholars at all career stages, as well as to creative and performing artists, enabling them to spend extended periods of time conducting research in the Society's collections. AAS maintains a lively intellectual atmosphere, with frequent academic seminars, public lectures and performances, and visits by groups of both teachers and students.

### POSITION DESCRIPTION

The American Antiquarian Society seeks a recent humanities Ph.D. with knowledge of research methods in the humanities and some digital humanities experience to promote digital humanities scholarship using the Society's collections, increase access to AAS's digitized collection materials, manage projects in digital humanities at AAS, and build networks between AAS and other digital humanities centers. The Digital Humanities Curator will work with other AAS curators and reference and cataloging staff to make more of our collections available and useful to digital humanities practitioners, and will work with scholars conducting digital humanities projects in accessing our collections. We seek a promising professional who will push the intellectual boundaries of our community and collections, and who appreciates the transformative potential of digital technologies for Americanist scholarship. In addition, the Digital Humanities Curator would have the opportunity to manage digital projects, both to gain familiarity with AAS materials and build skill in the use of current tools and methods.

The Digital Humanities Curator will have three main areas of responsibility:

1. Promote AAS as an institution that fosters and provides resources for innovative digital humanities scholarship.

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

- Promote AAS’s digital collections both within AAS’s traditional constituencies of early Americanists and in digital humanities circles (including attending conferences, participating in regional digital humanities networks, etc.);
  - Collaborate in the production of digital publications and other scholarly products;
  - Curate digital humanities projects showcasing AAS collection materials.
2. Serve as a digital humanities resource for AAS staff and visiting scholars.
    - Build awareness of tools and resources available for digital humanities work;
    - Explore digital resources—both tools and collections—at other archives and digital humanities centers;
    - Work with visiting fellows and scholars who have expressed an interest in digital humanities scholarship;
    - Identify research projects with potential digital humanities significance;
    - Manage current AAS digital humanities projects (GIS and early American voting, printer’s file database, etc.).
  3. Lead the effort at AAS to make more of our collections accessible and useful to digital humanities practitioners.
    - Participate in contract negotiations with vendors on how to maximize usability of digitized versions of AAS collection materials;
    - Collaborate with AAS staff to identify priorities for digitization;
    - Oversee efforts to make scholars aware of the value of collection metadata;
    - Build facility using tools related to digital content (e.g., digital asset management system, online catalog);
    - Advise on the acquisition and implementation of new digital resources and collections.

## QUALIFICATIONS

- A Ph.D. in the humanities or humanistic social sciences
- Project management experience
- Excellent interpersonal and collaboration skills
- Excellent writing skills
- Ability to communicate clearly and effectively with a wide range of constituents
- Ability to work independently and collegially

### **Experience in or awareness of the following is desirable:**

- Archival settings
- Trends in digital humanities and digital libraries
- Digital collection access and use
- Metadata/cataloging standards
- Range of humanities research methodologies

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org)).
- Application deadline: March 27, 2013

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|----------------------|---|
| <b>Job Title:</b>    | Policy Analyst                            |
| <b>Organization:</b> | Amnesty International                     |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Early September 2013                      |

### ORGANIZATION DESCRIPTION

Amnesty International is a global human rights movement of more than 3 million supporters, members and activists in over 150 countries. Staff at the International Secretariat conduct research, develop policy and engage in legal analysis, standard setting projects and campaigning on the full range of civil, cultural, economic, political and social rights. We believe that human rights abuses anywhere are the concern of people everywhere. Amnesty International's vision is for every person to enjoy all the rights enshrined in the Universal Declaration of Human Rights and other international human rights standards. We are independent of any government, political ideology, economic interest or religion. For more information, visit [www.amnesty.org](http://www.amnesty.org).

### POSITION DESCRIPTION

Amnesty International seeks a policy analyst who will contribute to research and advocacy projects in Amnesty's Freedom of Expression pathway. We are particularly interested in engaging the incoming fellow with projects in one of the two following areas: Women's health and reproductive rights, especially the human rights impact of punitive policies regulating sexuality and reproduction; or the effects of international agreements regulating technology and trade, such as the Trans Pacific Partnership process and similar agreements. Please indicate the project area that you are qualified for in your cover letter.

The primary goals of either set of projects will be to support and build upon existing human rights initiatives (particularly through advocacy and other strategic initiatives) and aid civil society partners who have engaged in such advocacy for decades.

The fellow will support this work by:

- assessing legislation, policies, practices, and relevant proposals relating to the focus of the project;
- tracking other developments relating to the particular project, collecting information from a wide variety of sources, including official documents, government officials, nongovernmental organizations, journalists, and local media;
- documenting human rights abuses by conducting interviews with victims and witnesses;
- identifying concrete, practical recommendations for change;
- producing reports, briefing papers, letters, op-eds and news releases, and other documents based on research and analysis of developments relating to the focus of the project;

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- presenting research findings and analysis to government officials, inter-governmental agencies, and other policy makers;
- working closely with partner organizations to ensure that Amnesty International's work complements their efforts; and
- collaborating with and supporting colleagues in Amnesty International's secretariat and sections.

## QUALIFICATIONS

- A Ph.D. in the humanities or humanistic social sciences
- Ability to identify, research, analyze, and effectively communicate important human rights developments in the area of specialty in a timely and sophisticated fashion
- Ability to conduct interviews with victims and witnesses of human rights abuses, relatives of victims, perpetrators of abuses, government officials, representatives of diplomatic missions, academic and other experts, and others
- Ability to identify and advise on promising advocacy approaches
- Excellent oral and written communication skills in English and strong organizational skills
- Capacity to think creatively and strategically, to work independently and as a part of a team, and to work effectively under pressure
- The ability to work in one or more languages other than English is desirable.

## APPLICATIONS

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| <b>Job Title:</b>    | Program Analyst                           |
| <b>Organization:</b> | BronxWorks                                |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Either mid-July or early September 2013   |

### ORGANIZATION DESCRIPTION

BronxWorks ([www.bronxworks.org](http://www.bronxworks.org)) is a Bronx-based nonprofit settlement house whose mission is to improve the economic and social well-being of low-income individuals, families, and communities. From toddlers to seniors, it shelters, feeds, teaches, and supports its neighbors to build a stronger community. It is guided by the belief that people are to be treated with dignity and respect regardless of their present situation or experiences. Major programs include children and youth programs; services for senior citizens; immigration, employment, and benefits assistance; feeding programs; eviction prevention; and services for homeless individuals and families. Since its founding in 1972, BronxWorks has grown to operate 28 offices throughout the borough with programs currently serving 35,000 people.

BronxWorks' homeless services have developed a comprehensive continuum of care which begins with street outreach, includes transitional emergency housing for families and individuals, and finally provides supportive services for chronically homeless people with special needs. Its highly structured and unique service approach has been the deciding factor in the 70 percent reduction in street homelessness in the Bronx over the past six years. When considered independently of New York City, the Bronx's population of approximately 1.4 million people makes it the seventh largest city in the country, and when compared to other American cities, it has the lowest number of street homeless individuals per capita.

### POSITION DESCRIPTION

The Program Analyst will collect and analyze data on homeless individuals and families living in the South Bronx. Research will focus on the effectiveness of past and present methods used by care providers to move the homeless population from the streets to housing. Relative to the gravity of the homelessness crisis in America, a small amount of concrete data exists. The Program Analyst will develop and implement formal evaluation systems and conduct personal interviews with current and formerly homeless individuals. Ultimately, he/she will create and publish a manual of research findings and recommendation for practices. This is a unique opportunity to conduct research in a rising field of study. Upon completion of the fellowship, the Program Analyst will possess a detailed knowledge of issues centered on poverty and homelessness and will be well-qualified for a wide variety of policy jobs in government and the nonprofit sector.

Working with colleagues at BronxWorks and a variety of outside organizations, the Program Analyst will:

- develop and implement formal evaluation systems for programs providing homeless services;
- formally analyze and collect data via interviews with both current and formerly homeless;

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- work with representatives from outside organizations;
- represent BronxWorks at events hosted by community-based organizations, New York City hospitals, and government agencies at the city, state and federal level; and
- analyze results found through networking and research to create a narrative of findings.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Excellent research and analytical skills
- Experience in data collection, analysis and presentation
- Computer skills including the ability to work with pre-existing information databases
- Strong organization, written and oral communication skills
- Flexibility, initiative and good problem solving abilities
- Ability to work independently and as a member of a team
- Excellent interpersonal and cross-cultural skills
- Interest in working in the social services field highly desirable
- Bilingual skills in Spanish/English highly desirable

## APPLICATIONS

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| <b>Job Title:</b>    | Policy Advisor  |
| <b>Organization:</b> | CARE (Cooperative for Assistance and Relief Everywhere) |
| <b>Location:</b>     | Washington, DC  |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow               |
| <b>Start Date:</b>   | Mid-July 2013   |

### ORGANIZATION DESCRIPTION

CARE is a leading humanitarian organization fighting global poverty. CARE is one of the world's largest private international humanitarian organizations, committed to helping families in poor communities improve their lives and achieve lasting victories over poverty. Founded in 1945 to provide relief to survivors of World War II, CARE quickly became a trusted vehicle for the compassion and generosity of millions. Today CARE places a special focus on working alongside poor women because, equipped with the proper resources, women have the power to help whole families and entire communities escape poverty. Women are at the heart of CARE's community-based efforts to improve basic education, prevent the spread of disease, increase access to clean water and sanitation, expand economic opportunity and protect natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives. CARE currently works in 84 countries around the world, supporting 1,105 poverty-fighting projects to reach 122 million people, more than half of whom are women.

### POSITION DESCRIPTION

The Policy Advisor will support the Emergency and Humanitarian Assistance Team and the Policy and Advocacy Unit within CARE USA to generate, harvest, cross-fertilize and promote the application of knowledge and learning throughout CARE for advocacy on humanitarian emergency and disaster preparedness and response. The fellow will work with key stakeholders across CARE International (CI Secretariat, CI Members, Regional Management Units and Country Offices) to formulate and deliver clear policy positions as they relate to and support the implementation of CI's Humanitarian and Emergency Strategy and specifically, our advocacy work around women, peace and security. The fellow is responsible for contributing to the development, implementation and evaluation of advocacy strategies and activities to advance CARE's work on emergency and disaster preparedness and response, primarily through managing policy analysis and research activities related to the team's advocacy agenda. S/he will represent the Team and the organization in key coalitions, external fora and events to promote CARE's profile, visibility and influence. S/he will also support resource development efforts.

The fellow will work in close collaboration with the Humanitarian Emergency Director and other colleagues in the Humanitarian Emergency Unit. The position will also have an informal reporting relationship to Senior Director for Global Advocacy and Strategic Initiatives in the Policy Advocacy Unit and will coordinate closely with staff across CARE USA, as well as staff in Country Offices, CARE International and external partners. Primary responsibilities include:

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- Policy analysis and research
- Policy advice and advocacy
- Facilitating and supporting internal CARE processes
- Policy advocacy partnership

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Strong skills in policy analysis and understanding of how to formulate advocacy strategies
- Strong written and verbal communication skills, particularly to convey information effectively and to write persuasively for a variety of audiences
- Excellent data organizational skills including analysis and synthesis, impact analysis and research skills
- Demonstrated ability to collaborate well with others and develop and maintain positive working relationships
- Strategic planning skills
- Ability to speak a second language, particularly Spanish, French, Portuguese or Arabic

## APPLICATIONS

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| <b>Job Title:</b>    | Program Manager                           |
| <b>Organization:</b> | Chicago Humanities Festival               |
| <b>Location:</b>     | Chicago, IL                               |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Mid-July 2013                             |

### ORGANIZATION DESCRIPTION

The Chicago Humanities Festival is the largest organization of its kind in the country. Now in its 23<sup>rd</sup> year, it creates opportunities for people of all ages to support, enjoy and explore the humanities. We fulfill this mission through our annual festivals, the fall Chicago Humanities Festival and the spring international performance festival, Stages, Sights & Sounds, and by presenting programs throughout the year and on our web site ([www.chicagohumanities.org](http://www.chicagohumanities.org)) that encourage the study and enjoyment of the humanities.

The most recent Chicago Humanities Festival took place from October 14 to November 11, 2012, and featured a total of 100 events with speakers including Dorothy Allison, George Chauncey, Ezekiel Emanuel, Adam Gopnik, Eric Klinenberg, Yo-Yo Ma, Tricia Rose, Rebecca Scott, Nate Silver, and Gwendolyn Wright, among many others.

The Chicago Humanities Festival is devoted to making the humanities a vital and vibrant ingredient of daily life. We believe that access to cultural, artistic and educational opportunities is a necessary element for a healthy and robust civic environment.

### POSITION DESCRIPTION

The Chicago Humanities Festival (CHF) seeks a Program Manager with a passion for arts and ideas and the intellectual curiosity required to organize our manifold offerings in the public humanities. This centrally includes the fall festival, taking place across Chicago from mid-October to mid-November.

As a member of the programming team, the Program Manager will have extensive responsibilities. This includes event curation, the devising of marketing strategies, event logistics, and audience relations – all of them involving extensive teamwork across CHF's various departments. Specifically, the Program Manager will take the lead on about 15 festival events. This will include: selection of speaker(s); choice of presentation format (lecture, panel, conversation, etc.); collaboration with production team on venue selection and configuration; collaboration with marketing team on event advertisement (including creation of blogs and other digital content); communication with and preparation of the speakers ahead of their program; overseeing travel logistics; collaboration with marketing team on event postproduction (posting of events on CHF's website).

The Program Manager will report to the Director of Programming, but will work closely on select projects with CHF's entire senior leadership, including the Artistic Director (who functions as chief curator and is charged with setting the overarching intellectual agenda for the CHF), the Executive

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Director (who oversees all financial and operational aspects of the organization), as well as the Directors of Development, Marketing, and Production. In the process, the Program Manager will gain experience in all aspects of CHF's operation.

Specific responsibilities will include:

- working with the program team on the overall content for the fall festival, including research on a wide range of possible programs;
- taking the curatorial and administrative lead on select festival programs, including core planning and communications, live program, web content, and presenter logistics;
- developing ideas for and create high-quality content across the CHF's platforms, including the organization's websites (blogs, teacher's guides, etc.);
- serving as editor for digital content by guest contributors to the CHF website (commissioning blogs, working with contributors on presentation styles, etc.); and
- contributing to the educational efforts of the organization, including outreach to high school teachers.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- A passion for public humanities
- Excellent computer skills and high comfort level with spreadsheets and digital data bases
- Excellent organizational and process management skills
- Strong written and verbal communication skills
- The ability to work both independently and on teams
- High level of motivation and strong desire to learn and collaborate
- Positive attitude

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| <b>Job Title:</b>    | Senior Manager for Academic & Public Programs |
| <b>Organization:</b> | Center for Jewish History                     |
| <b>Location:</b>     | New York, NY                                  |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow     |
| <b>Start Date:</b>   | Mid-July 2013                                 |

### ORGANIZATION DESCRIPTION

The Center for Jewish History ([www.cjh.org](http://www.cjh.org)) is a cultural institution, independent research facility and destination for the exploration of history and heritage that stands as a model of how libraries and learning institutions can best serve 21<sup>st</sup>-century publics. As an important venue for public programming, exhibitions, family history research and scholarship, the Center serves a diverse onsite community and a global online audience.

The Center was created as the umbrella organization of its five partner organizations: American Jewish Historical Society, American Sephardi Federation, Leo Baeck Institute, Yeshiva University Museum, and YIVO Institute for Jewish Research. Its establishment ensured the long-term preservation of the world's most significant collection of contemporary Jewish history. Taken as a whole, the collections span more than 1,000 years of history and contain materials in 23 languages and 52 alphabet systems. The collections include more than 500,000 volumes, 100 million archival documents, and tens of thousands of textiles, ritual objects, recordings, films, photographs and works of art.

The Center for Jewish History's Division of Academic & Public Programming produces exhibitions and programs that embody the principle that rather than being divided into two distinct realms, "academic" and "public," programming should be integrated for the mutual fulfillment and enrichment of each. The division also administers the Center's Fellowship Program.

### POSITION DESCRIPTION

The Senior Manager for Academic & Public Programs will work the Director of Academic & Public Programming and alongside colleagues in fundraising, communications and collections management, as well as various staff members at each of the Center's five partner organizations. He/she will be responsible for:

- providing leadership and support in conceptualizing, developing, and directing lectures, symposia, conferences, concerts, films and colloquia that bring major intellectual and cultural work, international in scope, to a broad audience; and
- coordinating the activities of the Center's growing Fellowship Program that includes working with scholars-in-residence (senior and post-doc), graduate students, undergraduate students, artists-in-residence, and non-stipend visiting scholars.

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## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- An interest in and knowledge of areas covered by the work of the Center
- Ability to be flexible and juggle different tasks simultaneously while prioritizing projects efficiently
- Strong organizational and management skills
- Excellent writing and interpersonal skills
- Meticulous attention to detail
- Experience in linking the ideas of scholarly research and academic pursuits with the presentation of such initiatives to the public highly desirable

Qualified applicants from all backgrounds are welcome.

## APPLICATIONS

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| <b>Job Title:</b>    | Project Manager                           |
| <b>Organization:</b> | Digital Public Library of America         |
| <b>Location:</b>     | DPLA Headquarters (TBD by April 2013)     |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Early September 2013                      |

## ORGANIZATION DESCRIPTION

### Overview

The Digital Public Library of America (DPLA), currently based at the Berkman Center for Internet & Society at Harvard University but moving to a permanent location by spring 2013, is an ambitious project to make the cultural and scientific heritage of humanity available, free of charge, to all. By adhering to the fundamental principle of free and universal access to knowledge, it will promote education in the broadest sense of the term. That is, it will function as an online library for students of all ages, from grades K-12 to postdoctoral researchers and anyone seeking self-instruction; it will be a deep resource for community colleges, vocational schools, colleges and universities; it will supplement the services of public libraries in every corner of the country; and it will satisfy other needs as well—the need for data related to employment, for practical information of all kinds, and for enrichment in the use of leisure.

### Content Division

The first major effort to add content to the DPLA is underway through the [Digital Hubs Pilot Project](#), funded by NEH, IMLS and the Knight Foundation. The object of the Hubs Project is to strengthen and connect existing state infrastructure to create a system of Service Hubs from which aggregated data from libraries, museums, historical societies and archives are harvested. Each Service Hub will offer a full menu of standardized digital services to local institutions, including digitization, metadata consultation, data aggregation and storage services, as well as locally hosted community outreach programs bringing users in contact with digital content of local relevance. Service Hubs will serve as an on-ramp for every institution in a pilot state or region to participate in the DPLA network.

In addition to Service Hubs, Content Hubs are those existing large digital libraries that will have a one-to-one relationship with the DPLA. Large digital content producers like the National Archives and Records Administration (NARA), Harvard, and others will work with the DPLA directly to identify and prepare their collections for aggregation by the DPLA. Content Hubs that will participate in the initial launch of the DPLA are currently being identified with anticipation of many more to follow.

## POSITION DESCRIPTION

The Project Manager position provides an opportunity to play an important role in the development of our national digital library by working with DPLA staff and collaborators throughout the country.

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The Project Manager will:

- manage a portfolio of select research projects related to the Hubs project (including conducting research and analysis);
- manage the addition of several content Hubs to DPLA, including project management of the process from agreement signing through ingestion of data and data evaluation;
- write blogs posts, presentations, reports, white papers and other publications for promotion or dissemination of research or activities;
- plan and organize internal and external meetings and workshops;
- broaden the scope of participants through networking, focused outreach and or participation in conferences;
- as part of a team, write grants to support content infrastructure development; and
- act as an active participate in the overall development of the organization.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Strong desire to research the impact of transformative technologies
- Excellent writing skills and research, data analysis and analytical ability
- Excellent organizational skills and attention to detail
- Flexibility, initiative and strong problem-solving abilities
- Excellent interpersonal and cross-cultural skills
- Ability to work collaboratively and without supervision
- Willingness to move to DPLA permanent headquarters (TBA by April 2013)

**Knowledge of one or more of the following fields is desirable:**

- Digital Humanities
- Digital Scholarship
- Data Management/Curation
- Data Modeling
- Libraries and Scholarly Communication

## APPLICATIONS

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| <b>Job Title:</b>    | Development Associate                     |
| <b>Organization:</b> | The Feminist Press                        |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Early September 2013                      |

### ORGANIZATION DESCRIPTION

The Feminist Press at the City University of New York is the longest-running feminist publisher in the world. As such, it has continued to grow and evolve in the current era as feminism and publishing both face new challenges. The Feminist Press has always been an activist press, closely linked to the women's movement and women's studies at its inception, committed to reprinting "lost" women's voices, and works that had long been out of print. In recent years, it has added to its mission by publishing original works by current feminist authors from around the world, and is establishing itself as a voice of modern feminist thought. As a nonprofit publisher, the Press focuses on community outreach as an integral aspect of its work. For more information, visit [www.feministpress.org](http://www.feministpress.org).

### POSITION DESCRIPTION

The Feminist Press is seeking a Development Associate who will work with the Executive Director and the Development Manager to build a widening group of readers and supporters, especially among new generations of feminists. At a time of exciting – and challenging – changes in the industry, this position also offers the opportunity for the fellow to participate in the creative and strategic thinking that will help the Feminist Press adapt to new digital publishing technologies, and will provide skills that can be used across a broad range of industries and career paths. Because the Feminist Press is an independent publisher with a small staff, there is a great deal of shared decision-making, and the fellowship offers the opportunity to participate in areas outside the position description, such as publicity, marketing, and design.

At the end of two years the Development Associate should have a strong foundation in several areas: fundraising, grant writing, marketing outreach in general and social media outreach in particular, digital technologies, building communities of supporters, and knowledge of how to create a development campaign from start to finish. In addition, he or she will gain knowledge about sales, design, and publicity. The Development Associate will attend conferences, work directly with the Feminist Press board to encourage them to participate in campaigns, and will accompany the Executive Director and the Development Manager to select meetings with donors, learning the intricacies of direct fundraising.

Among the projects the Development Associate will work on are:

- In an effort to expand outreach to a younger demographic of supporters, the Press is in the process of creating the Feminist Press Young Patron's committee with an FP board member. The FPYP will explore new ideas for books as well as new fundraising strategies with a network of young feminists, activists, and professionals. The Development Associate will

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meet with committee members, reach out to other young patron organizations, and help coordinate strategic meetings. The Associate will also work with the committee to create cultivation and networking events in New York City, based on FP books and relevant social justice issues.

- Working with the Executive Director and the Development Manager, the Development Associate will create a strategic plan for a social media campaign to increase the FP's donor base and maintain ongoing communication with all donors.
- The Associate will help create a consortium of feminist media and advocacy organizations to strengthen the FP's relationships with other feminist organizations and to build partnerships for events and fundraising. A targeted plan will lead to a more effective distribution of funds for all involved by combining resources, development, and fundraising activities across a range of voices, issues, and groups.
- In conjunction with the Executive Director and Marketing Manager, the Associate will develop new avenues for marketing and distributing publications in digital formats.
- Working with the FP board to encourage their participation in various new projects such as the funding consortium and the FPYP.

## QUALIFICATIONS

- A Ph.D. in the humanities or a humanistic social sciences
- Experience and a demonstrated interest in fundraising and social organizing
- Excellent communication skills
- Ability to work with people from diverse backgrounds and to help marshal their skills toward a unified goal
- Experience with and comfort with working in a small, team-based organization
- Flexibility and willingness to pitch in on various projects outside the job description as needed in a small organization
- Ability to handle a variety of ongoing tasks at the same time

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org)).
- Application deadline: March 27, 2013

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Program Officer                           |
| <b>Organization:</b> | Hobart and William Smith Colleges         |
| <b>Location:</b>     | Geneva, NY                                |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Either mid-July or early September 2013   |

### ORGANIZATION DESCRIPTION

Hobart and William Smith Colleges ([www.hws.edu](http://www.hws.edu)) are coordinate, private, liberal arts institutions located in Geneva, New York – the heart of the Finger Lakes region. The colleges have a combined enrollment of 2,216, a faculty of over 200, and more than 40 majors and 60 minors. Guided by an interdisciplinary curriculum grounded in exploration and rigor, the institution is distinctive for providing highly individualized education with an emphasis on service, leadership, and global citizenship. In 2010, Hobart and William Smith Colleges received the prestigious Senator Paul Simon Award for Comprehensive Internationalization from NAFSA: Association of International Educators, in recognition of their commitment to providing students opportunities to gain valuable international experience and fostering an environment that values diversity, inter-cultural understanding, and global awareness.

The Center for Global Education provides students with academically challenging study abroad experiences that foster an in-depth understanding of another culture, with the aim of encouraging them to embrace the concept of global citizenship. Being a responsible, effective citizen of the world involves assuming an active role in one's own community and in the larger world; it requires an understanding of the relationship between actions made locally and globally; and a commitment to the betterment of people's lives everywhere. Through the Center's rigorous study abroad programs and innovative on-campus predeparture and reentry programming, the Center for Global Education seeks to provide students with a transformative learning experience that inspires them to live lives of consequence.

### POSITION DESCRIPTION

Under the supervision of the Associate Dean for Global Education and working alongside staff and faculty committed to comprehensive global education, the Program Officer will:

- manage a portfolio of off-campus study programs offered by the Center (with specific locations Dependent on the individual's expertise and interests);
- participate in curriculum development and integration initiatives with individual faculty and academic departments and programs;
- coordinate and oversee assessment activities for the Center;
- serve as liaison between the Center for Global Education and the Center for Community Engagement and Service Learning, the Centennial Center for Leadership, and the Center for Career Services; and

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- collaborate with faculty and staff to develop opportunities for students to pursue international service learning and leadership opportunities and to promote internationally-focused post-graduate opportunities.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Study abroad experience and proficiency in a foreign language
- Strong written and oral communication skills
- Flexibility, initiative, and good problem-solving abilities
- Ability to work collaboratively with faculty, administrators, and students
- Willingness to travel domestically and internationally

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application system ([ofa.acls.org](http://ofa.acls.org)).
- Application deadline: March 27, 2013

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American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Development Officer                       |
| <b>Organization:</b> | Internews                                 |
| <b>Location:</b>     | Washington, DC                            |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Early September 2013                      |

## ORGANIZATION DESCRIPTION

Internews ([www.internews.org](http://www.internews.org)) is an international non-profit organization whose mission is to empower local media worldwide giving people the news and information they need, the ability to connect, and the means to make their voices heard. It works globally to improve news and information quality; increase coverage of vital issues, expand information access; advocate for media law and policy; strengthen the viability of local media; and deliver innovative media solutions. It trains media professional and citizen journalists to achieve these ambitious goals. Even in the most challenging environments, it retains its commitment to research and evaluation in order to create effective and sustainable programs. Internews has worked with citizens and local media in more than 75 countries and in 83 languages. Together with local partners, it has supported the development of thousands of media outlets worldwide, including radio and television stations, newspapers, mobile news networks and online news sites.

The Program Development Unit works across all of Internews' thematic and programmatic areas to identify funding opportunities, support proposal creation, and provide organization-wide assistance for monitoring and evaluation. Thematic programs include health, humanitarian, ICT programs and policy, environment and human rights; these programs are implemented in the Middle East/North Africa, Europe and Eurasia, Asia, Africa, Latin America and the Caribbean. The Program Development Unit is a unique division that is responsible for innovative media development research as well as institutional knowledge retention, as illustrated by Internews' evolving intranet, cross-programmatic information sharing and innovative media research papers.

## POSITION DESCRIPTION

As a member of the Program Development Unit, the Development Officer will assist in assessing and tracking funding opportunities, and identifying potential public and private funders. The Development Officer will:

- support the creation of proposals and program guidance tools;
- review requests for applications; and
- provide outlines for proposal design as well as write and edit proposal sections.

In addition, depending on the Development Officer's interests and expertise, he/she may be asked to take on special projects such as:

- data visualization,
- thematic/regional analysis or

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

- concept reviews of public-private-partnerships as related to new initiative development.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Interest in or knowledge of media-related issues domestically and internationally
- Ability to meet deadlines and move multiple projects forward simultaneously
- Ability to work independently and as part of a team
- Excellent writing, research and speaking skills
- Ability to collaborate with multiple constituents and synthesize information from diverse sources
- Strong interpersonal and organizational skills
- International work or study experience highly desirable as is foreign language proficiency
- Experience in proposal writing highly desirable

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application system ([ofa.acls.org](http://ofa.acls.org)).
- Application deadline: March 27, 2013

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American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Associate Director for Special Projects   |
| <b>Organization:</b> | International Student Exchange Programs   |
| <b>Location:</b>     | Arlington, VA                             |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Mid-July 2013                             |

### ORGANIZATION DESCRIPTION

The International Student Exchange Programs (ISEP) ([www.isep.org](http://www.isep.org)) is a nonprofit membership organization of over 340 colleges and universities in the US and 50 other countries. Since its founding in 1979, ISEP has provided an international education experience for over 44,000 students. ISEP promotes academic and cross-cultural learning through its worldwide network; facilitates academic mobility through innovative and affordable programs to achieve authentic global learning; enhances institutional infrastructures; and fosters campus internationalization. It is governed by an international Board of Directors and advised by an international Council of Advisors. Currently, ISEP is working to expand and diversify programs and services in order to become a more comprehensive service provider.

### POSITION DESCRIPTION

The Associate Director for Special Projects will assist ISEP in furthering these efforts by coordinating initiatives to strengthen the organization's programs and services. Initially, the Associate Director will undertake two projects that focus on academic underpinnings of an ISEP study abroad experience for US students and on faculty internationalization through ISEP. Both projects entail collaborative work with ISEP member institutions in the US and abroad. There will be some domestic and international travel. A third project to develop an ISEP Alumni Network will be initiated as time permits.

Curricular Integration: The Associate Director will lead the curricular integration project whose goal is to identify appropriate study abroad destinations for US students to ensure that academic work undertaken abroad will be fully recognized by the home institution as part of the student's degree program. The project will also help ISEP staff find appropriate academic placements for incoming international students. The Associate Director will:

- identify disciplines most needing information to increase access to international study in disciplines where course requirements are most carefully monitored, such as in the STEM fields and professional studies like speech communications, teacher education, and nursing;
- collaborate with ISEP member universities in the US undergoing their own curricular integration initiatives;
- consult with faculty to evaluate curricula and identify appropriate academic matches; and
- provide information to students on how credit for the period of study is recognized for the home degree program.

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

Faculty Internationalization: The Associate Director will assist in developing opportunities to engage faculty in international activities. The internationalization project will include the development of a bulletin board for faculty and member institutions to find each other for exchange opportunities, options for collaborative teaching abroad, leading study tours, and initiating interdisciplinary faculty seminars. The Associate Director will:

- help design and develop plans for implementing international programs and services for faculty;
- help create a bulletin board for exchange of information;
- serve as primary liaison with a faculty advisory committee;
- research and document needs and interests of member institutions for faculty development in international education;
- identify prospective partnerships between US and international members;
- design programs with all logistical requirements including work plans, timelines and budgets; and
- participate in development efforts to identify funding sources for the initiative.

Alumni Network: As time permits, the Associate Director will assist in the creation of an ISEP Alumni Network with the possibility of offering online career services. Currently, alumni stay connected with ISEP through its Ambassador program, various on campus activities, and Facebook. ISEP wants to connect alumni in a more systematic way to ensure access for possible research projects, network with other alumni, identify career opportunities in a global marketplace, and raise funds. The Associate Director should be willing to learn and use existing and emerging technologies to implement and manage the project.

## **QUALIFICATIONS**

- Ph.D. in the humanities or humanistic social sciences
- Interest in international education and knowledge of cross-cultural issues
- Study abroad experience and foreign language proficiency
- Strong communication, organizational and administrative skills
- Willingness to travel
- Proficient computer skills including Microsoft Office Systems and database usage

## **APPLICATIONS**

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application system ([ofa.acls.org](http://ofa.acls.org)).
- Application deadline: March 27, 2013

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American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Arts Manager  |
| <b>Organization:</b> | City of Los Angeles, Department of Cultural Affairs |
| <b>Location:</b>     | Los Angeles, CA                                     |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow           |
| <b>Start Date:</b>   | September 2013                                      |

### ORGANIZATION DESCRIPTION

The Department of Cultural Affairs (DCA) generates and supports high quality arts and cultural experiences for Los Angeles' 4 million residents and 26 million annual visitors. DCA advances the social and economic impact of the arts and ensures access to diverse and enriching cultural activities through: grant making, marketing, public art, community arts programming, arts education, and building partnerships with artists and arts and cultural organizations in neighborhoods throughout the City of Los Angeles. For more information, visit <http://www.culturela.org/>.

### POSITION DESCRIPTION

The Department of Cultural Affairs seeks a creative and accomplished individual to assist in the development and implementation of arts and cultural policies, programs, and projects in Los Angeles. The Arts Manager position will offer an intradisciplinary arts management experience as well as a longer-term and focused placement within a specific DCA division.

The rotational component of the fellowship will take place over a six-month period and will include three separate two-month assignments in DCA's Executive Division, Public Art Division and Grants Administration Division. Following an evaluation and consultation regarding the fellow's interests and experiences within each division, the fellow, Division Directors and General Manager will determine the most appropriate permanent placement for the remaining 18 months of the program.

The fellow, working in the capacity of an Arts Manager, will have the opportunity to participate in and assist with the projects and assignments described under each division listed below.

**Executive Division:** Working directly with DCA's General Manager and Assistant General Manager, the Arts Manager will have the opportunity to work on a variety of initiatives including: the creation of affordable artists' housing; community engagement and design of civic spaces in under-served communities; organization of an international theatre festival; a major arts education initiative; coordination of visual arts exhibitions; and the creation of a civic plan to advance LA's creative economy, among other projects.

The Arts Manager will be provided with guidance and mentorship from DCA's General Manager and will interface with high-level thought-leaders in various arts-related areas such as arts advocacy, creative place-making, new media and digital design. Duties and responsibilities will involve public policy and legislative analysis, research, grant proposal development, arts and cultural advocacy, contracting, and program management.

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

**Public Art Division:** Working with and under the supervision of the Director of Public Art, the Arts Manager will conduct national and international research on new and emerging forms of public art including graphic, spatial, physical, temporary, and digital mediums. Following this research, the Arts Manager will synthesize this information and evaluate the possibilities for the implementation and/or programmatic integration of these new forms of public art in Los Angeles.

The Arts Manager will work with the Director of Public Art, staff members from various City Council Offices, members of the Mayor's Design Advisory Panel, and other stakeholders. This project will involve research and policy analysis, including analysis of national / international best practices in civic public art programs, and project management.

**Grants Administration Division:** The Arts Manager will analyze trends in DCA's outgoing grant program over a five-year period including artistic disciplines served and geographic equity of award distribution throughout the City. Working under the supervision of the Director of Grants Administration, the Arts Manager will recommend programmatic and procedural modifications to ensure the program provides a maximum benefit to LA's residents and visitors and conforms to national and international best practices for cultural grant programs.

Working in one of the nation's largest civic grants program, the Arts Manager will gain knowledge about government support for the arts, municipal grant-making processes, grant procurement processes, legal contracts, partnership project implementation, and other arts administration responsibilities.

## QUALIFICATIONS

- Ph.D. in a humanities or humanistic social sciences
- Excellent written and oral communications skills
- Strong research and analytical skills
- Strong interpersonal skills
- Ability to work independently and as a member of a team
- Familiarity with the practices and principles of arts administration desirable

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org)).
- Application deadline: March 27, 2013

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American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Program Evaluator   |
| <b>Organization:</b> | North Carolina General Assembly                                   |
| <b>Location:</b>     | Raleigh, NC   |
| <b>Stipend:</b>      | \$60,000 with health insurance for fellow and retirement benefits |
| <b>Start Date:</b>   | Mid-July 2013   |

### ORGANIZATION DESCRIPTION

The Program Evaluation Division of the North Carolina General Assembly ([www.ncleg.net/PED/](http://www.ncleg.net/PED/)) is a non-partisan legislative staff unit charged with evaluating whether public services are delivered in an effective and efficient manner and in accordance with the law. Since its inception in 2007, this small, dynamic office has issued over 30 reports evaluating programs, policies, and processes related to diverse issues in state government. Evaluations typically require qualitative and quantitative methods such as record reviews, secondary analysis of agency data, surveys, interviews, focus groups, and site visits.

The division applies program evaluation to directly affect legislation and examines myriad aspects of state government operations through the lens of program evaluation. In the six to eight months spent on each evaluation, project teams develop a detailed understanding of the evaluation topic at hand through in-depth, multi-method data collection and analysis; translate findings into terms that are readily understood by the legislative audience; formulate policy recommendations; produce written reports; and present those reports to legislators. Upon request, staff assists in drafting legislation based on report recommendations.

### POSITION DESCRIPTION

The Program Evaluator will have primary responsibilities on multiple evaluation teams, participating in all project phases including planning and design, data collection and analysis, and reporting. He/she will develop expertise in legislative program evaluation and build to designing and leading a project. As with all evaluations conducted by the division, the subject of the evaluation will be determined by the division's work plan, which is set by the division's legislative oversight committee. Examples of duties include:

- performing complex legislative program evaluation projects independently and on teams;
- identifying important evaluation issues;
- developing and designing questionnaires, surveys and other data-gathering instruments;
- collecting data from a range of sources;
- analyzing data on program operations;
- maintaining carefully organized data files and records;
- writing clear, comprehensive reports of conclusions and recommendations; and
- delivering formal presentations to legislative committees and State agency boards and commissions.

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## QUALIFICATIONS

- A Ph.D. in the humanities or humanistic social sciences
- Strong organizational, research, writing, and oral communication skills
- Ability to work on teams and independently
- Ability to work objectively and impartially with members of all political parties.
- Broad knowledge of federal, state and local government organization and functions highly desirable

## APPLICATIONS

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American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Program Officer                           |
| <b>Organization:</b> | Rockefeller Archive Center                |
| <b>Location:</b>     | Sleepy Hollow, NY                         |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Either mid-July or early September 2013   |

### ORGANIZATION DESCRIPTION

The Rockefeller Archive Center ([www.rockarch.org](http://www.rockarch.org)) is an independent foundation created in 1974 to house the records of the Rockefeller family, Rockefeller University, and Rockefeller Foundation. Over time, its archival collections have grown to include the records of many other foundations and nonprofit organizations, including the Russell Sage Foundation, Commonwealth Fund, Social Science Research Council, the Asian Cultural Council, and the Trilateral Commission. In 2012, it received the archives of the Ford Foundation. The mission of the center is to advance scholarly and practical understanding of the role of philanthropy and civil society. Currently, the center serves as both an archival and research center. Last year nearly 400 scholars visited the center and made use of its holdings. It is located in Sleepy Hollow, NY (25 miles north of New York City) and occupies Hillcrest, the 26-acre mansion built for Martha Baird Rockefeller.

The Research and Education Department is responsible for hosting and organizing the center's research and outreach programs. It is responsible for the Rockefeller Archive Center's grants program which funds 40-50 scholars each year for research visits of a few days to a few weeks and, occasionally, longer. The department's staff organizes the center's workshops and conferences often in collaboration with donor institutions. In recent years, topics have included: global public health, the history of medicine, international cultural exchanges, environmental advocacy, and foundation support for the arts and humanities. Planning is currently underway for two conferences in 2013-14: the Green Revolution and prospects for future foundation initiatives in agricultural development, and the past and present efforts of foundations and NGOs to rescue scholars and intellectuals threatened by repressive regimes.

Other activities of the Research and Education Department include the center's largely web-based publication programs, a series of research reports submitted by grant recipients. Working with the archival staff, members of the department also prepare subject guides to the center's collections. In 2013, the staff will complete a web-based documentary history of the Rockefeller Foundation to coincide with the Foundation's centennial. Finally, the department works with local school teachers and college and university faculty in programs that introduce them to the collections. The purpose is to encourage them to bring their students to the Rockefeller Archive Center to make use of the rich variety of primary sources.

### POSITION DESCRIPTION

As a member of the Research and Education Department, the Program Officer will work with center staff and staff of the organizations whose records are held in the archives. Responsibilities include

This position is *only* available through the ACLS Public Fellows program.  
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- working with departmental staff to plan and organize scholarly conferences and workshops;
- participating in the development of education programs for local schools, universities, colleges, and nonprofit organizations;
- helping to organize the center's professional development programs at such organizations as Philanthropy NY and the Council on Foundations;
- participating in center-organized sessions at professional and scholarly associations; and
- collaborating with archival staff as they work to gain greater intellectual control over the newly acquired Ford Foundation collection through initiatives to publicize this and other new collections, responding to queries about content, interacting with scholars working in these collection, and generating ideas for conference and workshop.

## QUALIFICATIONS

- A Ph.D. in the humanities or humanistic social sciences
- Knowledge of how archives and/or philanthropies work highly desirable
- Strong communication skills both written and oral
- Ability to write for diverse audiences
- Willingness to learn new skills including editing for digital projects, conference planning and grants administration
- Strong administrative and organizational skills
- Ability to work alone and in teams

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application system ([ofa.acls.org](http://ofa.acls.org)).
- Application deadline: March 27, 2013

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American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Senior Coordinator, New Science Audiences |
| <b>Organization:</b> | The Nature Conservancy                    |
| <b>Location:</b>     | Arlington, VA                             |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Mid-July 2013                             |

### ORGANIZATION DESCRIPTION

The Nature Conservancy ([www.nature.org](http://www.nature.org)) is an independent nonprofit organization that seeks to protect the waters and lands upon which all life depends. It achieves its mission 1) through the efforts of a staff of more than 550 scientists, located in all 50 states and in 33 countries; 2) with the help of individual, nonprofit, corporate, and government partners; and 3) by using a non-confrontational, collaborative approach.

The Science Communications team promotes the Conservancy's science, from its research to its fieldwork to its debates. It also helps the Conservancy's elite scientists develop the skills and products they need to become thought leaders – from media relations and social media, presentation training to op-ed and book writing. Its goal is to create a brand for the Conservancy's science and, in doing so, help move conservation from the margins to the center of critical global conversations about human well-being. Key to achieving that goal is cultivating new audiences for the Conservancy's work and ideas. Science Communications staff members are typically graduates of humanities programs who have excellent writing, editing and research skills and think creatively about translating the ideas and work of conservation to the general public.

### POSITION DESCRIPTION

As part of the Science Communications team, the Senior Coordinator will be responsible for taking scientific ideas, research and debates, and finding how to bring them to key audiences in ways that provoke conversation and lead to positive action for nature and people. He/she will be charged with the development, implementation and management of new audience initiatives for The Nature Conservancy's science staff. These initiatives include:

- designing and helping to implement the third season of “Nature and the Future” panel debates, a joint venture between the Conservancy and the New York Academy of Sciences, as well as discovering and implementing ways to broaden the series to other major US markets;
- identifying and implementing other presentation and speaking opportunities for Conservancy scientists across the US and globally;
- assisting in the design and execution of the Science Impact Project, a professional development training program that helps Conservancy scientists become more effective communicators and thought leaders;

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

- working with digital informatics, digital map designers and videographers on projects that communicate Conservancy science and fieldwork in ways that are compelling to new audiences;
- serving as communications lead for research emerging the Conservancy's new post-doctoral fellows program; and
- editing and writing assignments as required.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Excellent administrative, analytical, research and writing skills
- Exceptional written and communication skills
- Familiarity with digital publishing, especially in electronic journals
- Good problem-solving abilities
- Flexible, attentive to detail, self-starter, organized
- Able to work independently and on teams and to meet deadlines
- Experience using social media and/or video to promote ideas discussions highly desirable
- Experience designing or coordinating content for design of infographics highly desirable

## APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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- Application deadline: March 27, 2013

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American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Planning Associate                        |
| <b>Organization:</b> | Vera Institute of Justice                 |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Either mid-July or early September 2013   |

### ORGANIZATION DESCRIPTION

The Vera Institute of Justice ([www.vera.org](http://www.vera.org)) is a nonprofit organization whose mission is to serve people and government by improving the systems and services people rely on for justice and safety. Vera works in close partnership with government and other stakeholders to build solutions to issues that disproportionately affect vulnerable populations both in the US and abroad. Government leaders look to Vera to develop responses to some of the most intractable problems currently facing society. Vera meets that challenge through multiple approaches: conducting research and evaluations, providing technical assistance, designing tests, and refining field-based solutions (Demonstration Projects) to problems of injustice. Vera is organized around multi-disciplinary teams focused on substantive issues: Youth Justice, Sentencing and Corrections, Immigration and Justice, Victimization and Safety, Substance Use and Mental Health, Prosecution and Racial Justice, cost benefit analysis, and international work.

Its Department of Planning incubates new ideas for solving problems and launches demonstration projects which are tested in the field over a period of time. The department researches and develops new programming and methods of inquiry in areas that fall between or at the intersection of Vera's existing centers and programs. It functions as a collaborative hub and institute-wide resource by creating communities of practice and project teams that draw staff from the various programs and centers across the institute as well as affiliated scholars and stakeholders from the community and from government agencies with the goal of producing innovative programs, practices and methods.

### POSITION DESCRIPTION

The Planning Associate will work closely with the Planning Director and a team of Planning Associates and Analysts to support the creation, implementation, and study of innovative, affordable demonstration projects as direct-service solutions to address gaps in how justice is delivered. She/he will work with one or more of Vera's centers and programs and have the opportunity to focus on one or more projects related to schools and justice, arts and justice, criminal justice debt, youth voice in the justice system, immigration and justice, child welfare and justice and/or other justice-related areas of personal interest where innovation is needed.

Responsibilities include:

- researching good practices in other jurisdictions and analyzing data to support program development;
- developing program plans for implementation of new initiatives;

This position is *only* available through the ACLS Public Fellows program.  
You may *not* contact the host institution to inquire about this position.

- managing relationships with stakeholders government agencies, funders and community organizations;
- helping to secure public funds to support project operations;
- working with researchers to develop a data collection and evaluation plan; and
- brainstorming solutions to new and emerging challenges in justice systems.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Interest in or knowledge of the justice system
- Strong project management skills
- Excellent oral and written communication skills, research and writing skills
- Ability to work on multiple projects efficiently and effectively
- Ability to work alone and collaboratively with a team
- Creative thinker
- Ability to work with a variety of constituencies
- Committed to a collegial workplace

## APPLICATIONS

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- Application deadline: March 27, 2013

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American Council of Learned Societies  
PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Media Impact Analyst                      |
| <b>Organization:</b> | Center for Investigative Reporting        |
| <b>Location:</b>     | Berkeley, CA                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Either mid-July or early September 2013   |

### ORGANIZATION DESCRIPTION

Founded in 1977 and based in the San Francisco Bay Area, the Center for Investigative Reporting (CIR) ([www.cironline.org](http://www.cironline.org)) was the first nonprofit organization in the nation devoted to independent, high-quality investigative journalism. In 2012, CIR merged with The Bay Citizen, the San Francisco Bay Area's member-supported news organization dedicated to promoting innovation in journalism and catalyzing citizen engagement with the news. Today, CIR is the largest nonprofit, nonpartisan investigative reporting organization in the country, developing in-depth local, regional, national and international stories. It is also the only nonprofit journalism organization in the nation with the in-house ability to fully produce stories on multiple platforms including print/text, video, radio, interactive databases, graphic novels, animations and social media. This multi-disciplinary capability allows CIR to creatively distribute multiple aspects of each story's narrative so that the broadest possible array of audience members can access, understand and act on the news.

CIR is highly respected for the quality of our journalism, our creativity in collaborations, the innovations we have pioneered in distribution, our public engagement strategies, and our expertise in data-based reporting.

### POSITION DESCRIPTION

The Media Impact Analyst will join a team focused on creating a deeper understanding of the impact of multiplatform news media. Working closely with CIR's cross disciplinary team drawn from the technology, analytics, engagement, and development departments, the Analyst will have the opportunity to contribute to the launch of a new platform for designing, evaluating, and disseminating best practices for journalism and media organizations to impact their communities increasingly effective ways. He/she will attend editorial meetings in order to develop tracking and impact strategies along with development of story conceptions. The Analyst will help position CIR as a leader in the journalism field in the creation of systems and science for understanding the impact of media in the networked social age. The position reports to the Director of Development, and is mentored by the Executive Director, who would provide access to his network, hands-on training in journalistic values, and share insights into the building of a nonprofit and shaping an organizational vision.

At the completion of the fellowship, the Analyst will have acquired a unique set of technical, analytical, communications and project management skills in the nascent field of media impact evaluation and organizational effectiveness. The Analyst will have learned leading edge tools for web and audience

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analysis as well as strategies for growing online communities through effective platform management. This work will contribute directly to the design and development of a new platform for advancing this work for the field. Major partners in this work include the leading non-profit investigative news organizations in the country along with major foundations. The skills learned in this position will be highly relevant to future management, communications, analyst or officer positions in media, grant-making, legislative, community foundation, independent nonprofit, or government organizations.

Specific responsibilities include:

- reporting on overall audience and audience sectors; using current and evolving technical tools to track distribution/reach and analyze overall audience, growth sectors, opportunities;
- evaluating the impact of CIR reporting and engagement at various levels: legislative, corporate practices, public awareness; participating in establishing benchmarks and evaluation instruments for each of CIR's core content and engagement channels;
- creating and implementing systems to track impact from public engagement, events, membership activities; working with CIR's industry leading engagement team to develop and manage initiatives to deepen CIR's relationships in stakeholder communities; and
- fluently translating and synthesizing data to written narrative; producing engagingly-written anecdotes/impact stories for use in fundraising and public messaging; and designing internal and external communications to share information.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Strong collaborator, able to work independently and as part of a team
- Superb analytical skills
- Have an interest in and willing to be trained in technology-based data collection and software systems
- Excellent communicator
- Ability to write persuasively and engagingly
- Flexibility, initiative, and good problem-solving skills
- Diverse set of interests in media, evaluation and communication ecosystems, and in furthering the mission of the Center for Investigative Reporting

## APPLICATIONS

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PUBLIC FELLOWS PROGRAM



|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Content Development Analyst               |
| <b>Organization:</b> | JSTOR, a service of ITHAKA                |
| <b>Location:</b>     | New York, NY                              |
| <b>Stipend:</b>      | \$65,000 with health insurance for fellow |
| <b>Start Date:</b>   | Either mid-July or early September 2013   |

### ORGANIZATION DESCRIPTION

JSTOR ([www.jstor.org](http://www.jstor.org)) helps the academic community discover, use, and build upon a wide range of content in a trusted digital archive of more than 1,600 archival scholarly journals, 200 current journals, and 15,000 ebooks from leading university presses, scholarly societies, and academic publishers, as well as hundreds of thousands of primary source objects from libraries, museums, and archives. With the content digitized at high quality, deeply linked, and richly discoverable, scholars and students at over 11,000 institutions in more than 150 countries around the world now use JSTOR each day for research, teaching, and learning.

JSTOR is a service of ITHAKA ([www.ithaka.org](http://www.ithaka.org)), a not-for-profit organization dedicated to helping the academic community use digital technology to preserve the scholarly record and to advance teaching and research in sustainable ways. Other ITHAKA services include Portico, a digital preservation service for journals, books, and other content, and Ithaka S+R, a research and consulting group that provides analysis of the impact of technology and digital media on the academy. ITHAKA is headquartered in New York City with additional offices in Ann Arbor, Michigan and Princeton, New Jersey.

### POSITION DESCRIPTION

The Content Development Analyst will take on significant responsibilities for a range of new content initiatives on the JSTOR platform. The analyst will help develop discipline-based digital collections that include traditional secondary literature, library and archival special collections, data, and other forms of non-traditional or born-digital content. When appropriate, the Content Development Analyst will identify opportunities to commission and publish original scholarly content. The position is ideal for a candidate who wants to build experience gathering and shaping scholarly content for use by scholars, students, and other users around the world, and for a candidate with an entrepreneurial mindset who wants to experience taking a project from start-up to development to launch. The fellow will be based in ITHAKA's office in Lower Manhattan. Upon completing the fellowship, the fellow will be well-prepared for careers in digital publishing, research and analysis; not-for-profit development and management; and particularly for careers in which editorial acquisition, negotiation, project management, and grant-writing are key skills.

Working with colleagues in JSTOR's Content Development Unit, the Content Development Analyst will:

- discuss content needs within and across disciplines with scholars and librarians, and synthesize that market research into content development leads;

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- assist in the recruitment of JSTOR scholar-advisors in select academic disciplines, and work with those scholars to identify content gaps and ideas for publications on the JSTOR platform;
- build detailed collection plans for discipline-based digital research and teaching collections on jstor.org, with a particular focus on identifying and recruiting non-traditional and born-digital scholarship: working papers, research reports, quantitative datasets, informal online publications of interest to a scholarly audience, and other non-journal and non-book content;
- identify potential grant funders to support the development of new initiatives, and craft compelling grant proposals;
- develop an understanding of content licensing practices in scholarly publishing, and contribute to the organization's licensing priorities for journals and books;
- work with JSTOR's Marketing and Outreach teams to develop effective plans to market collections to libraries and scholars;
- work with JSTOR's Technology group to define the functionality and tools needed to support new collections and content types on the platform;
- stay abreast of intellectual trends and emerging scholarly communications projects and initiatives within and across disciplines—including formal and informal publishing projects, digital tool developments, peer review initiatives, and other projects and programs—in order to identify content development and community partnership opportunities for JSTOR and ITHAKA; and
- represent JSTOR and ITHAKA at conferences and events, including scholarly society meetings.

## QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Interest in, and knowledge of, new forms of scholarly content emerging in multiple academic disciplines, including digital humanities and social sciences projects
- Excellent research, analytical, and problem-solving skills
- Interest in speaking frequently with scholars and librarians about new publishing programs and content types; 'fluency' in intellectual trends in disciplines outside one's Ph.D. field
- Ability to shape editorial ideas and eagerness to build enthusiasm for those ideas with staff at various levels in other departments, including Marketing, Outreach, Finance, and Technology/Product Management
- Strong written and communication skills; facility with PowerPoint and Excel
- Project management and leadership skills, as evidenced by past employment, graduate student council or department committee work, volunteering, or extracurricular activities
- A broad understanding of the scholarly publishing industry is desirable but not a prerequisite

## APPLICATIONS

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