

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Global Programs Manager
Organization:	Consortium of Humanities Centers and Institutes
Location:	Madison, WI
Stipend and Benefits:	\$67,500 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Consortium of Humanities Centers and Institutes (CHCI) is a global network of humanities centers, institutes, research libraries, and related organizations, many of which are highly visible, powerful agents of growth, change, and advocacy on their campuses and within their communities. CHCI leverages the multiple perspectives of this international network to shape the future of the humanities, cultivating new forms of multilateral collaboration and generating innovative models for research, pedagogy, and public engagement. The current membership includes over 220 humanities centers, institutes, research libraries, and other bodies in 27 countries. As the organization has grown, it has benefitted enormously from the multiple perspectives on the state, history, and future of the humanities provided by center and institute directors from around the world. Learn more at www.chcinenetwork.org.

POSITION DESCRIPTION

CHCI is seeking a Global Programs Manager who will work closely with the President, Director of Programs, and Membership Manager to broaden and deepen the Consortium's global scope, in particular in Asia, Latin America, and Africa. The manager will help expand the international membership of the Consortium, support the implementation of new models of transnational collaboration (e.g. Global Humanities Institutes, African Humanities Workshops), and cultivate new and ongoing partnerships with regional humanities consortia across the globe.

The Global Programs Manager will be tasked with researching and monitoring current and emerging trends in the humanities, both within and beyond universities, and the global strategies of higher education institutions more generally. This base of knowledge will be essential as the manager works toward 1) fostering effective communication with CHCI's current and potential international membership to increase its involvement in the Consortium's programs and initiatives 2) delivering and executing actionable recommendations for expanding and diversifying CHCI's global membership, and 3) identifying, developing, and implementing new international partnerships. This work will draw upon and expand CHCI's portfolio of projects in multiple world regions, including the new Mellon-funded Global Humanities Institutes, the African Humanities Initiative, and the CHCI-Chiang Ching-kuo Foundation Summer Institutes in Chinese Studies and Global Humanities. It also will draw upon the insights of an increasingly international Advisory Board and ongoing exchanges with partners and potential partners in South America, Asia, Europe, and Africa.

CHCI is entering a new phase of international programming with emerging projects in Ethiopia, Chile, and Eastern Europe. CHCI also has new tools to showcase these projects, above all, **IDEAS**, a multimedia

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web platform, for which the manager will write, commission, and curate contributions (and translations) and work with members of the CHCI staff to develop a potential podcast series. As part of this work, the manager will accompany CHCI staff to the Consortium's Annual Meetings and semi-annual Board Meetings and also might travel internationally to attend other global CHCI events.

By the end of the fellowship, the Global Programs Manager will be prepared to pursue careers in international and global strategy departments at universities, media organizations, and international nonprofits. This position will enable the fellow to gain experience balancing regional and international program development, communication in diverse contexts, and the coordination of regional networks within the context of an international organization.

The Global Programs Manager will report to the Director of Programs.

Key duties and responsibilities:

- Develop, propose, and execute strategies to broaden CHCI's global scope, building upon recent meetings in Argentina and South Africa and planned projects for 2018-2020 in Ethiopia, Chile, Dakar, and Dublin, as well as emerging partnerships with humanities centers in East Asia;
- Work with partner institutions to help implement new CHCI global initiatives, including summer institutes and internationalizing the IDEAS platform;
- Build and manage strategic relationships and work closely with regional affiliates, including existing consortia in Europe and Asia;
- Monitor current and emerging trends in humanities-related initiatives around the globe;
- Prepare reports, correspondence, proposals; and
- Draft and commission blog posts and other communications for publication on the CHCI web platform IDEAS.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Superior communication skills, written and oral, and an ability to articulate a compelling message to a variety of audiences;
- Experience working in a multicultural environment, and cross-cultural competency. Foreign language proficiency a plus (Spanish or Chinese preferred);
- Strong attention to detail, accuracy, and thoroughness. Excellent organizational and process management skills;
- Demonstrated ability to work collaboratively and effectively with a wide range of stakeholders;
- Ability to take direction, assume increasingly independent responsibility, and provide appropriate follow-up on project-based work;
- Excellent critical thinking and strategic planning skills with the ability to set priorities;
- Creative thinking and resourcefulness, with a desire to develop innovative approaches to problems;
- Flexibility and willingness to pitch in on various projects outside the position description; and
- Ability to travel, domestically or internationally, at least twice a year.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Digital Engagement Manager
Organization:	Chemical Heritage Foundation (as of February 1, 2018, the institution will be known as Science History Institute)
Location:	Philadelphia, PA
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Chemical Heritage Foundation is a dynamic, humanities-based institution that is committed to fostering broad discussion on the place of science in society through historical collections, research, and innovative programming. CHF's Philadelphia offices include a world-class research library and museum. Our flagship media suite, *Distillations*, includes a print and digital magazine, blog, and podcast that connect thousands of individuals across the world to CHF's work. With a growing physical presence in California and in Europe, coupled with an expanding digital infrastructure to support our collections and outreach, CHF is positioning itself to become a key leader and resource for connecting the history of science to present and future innovations.

The Digital Engagement Manager will operate out of the Institute for Research, which serves as the intellectual hub for the institution, connecting our collections-based and outreach departments. The manager will play a central role in experimenting with new methods and modes of conducting and communicating the institution's work through digital experiences. A recent collaboration with the museum and *Distillations* media teams, for instance, produced new video podcasts featuring our research, digital exhibitions, and digital interfaces for interacting with our museum objects. Learn more at www.chemheritage.org.

POSITION DESCRIPTION

Digital products, projects, and initiatives have become core aspects of programming and work across CHF in recent years. The institution currently has ongoing or emerging digital work in its library, museum, research, and public programming departments covering everything from collections digitization infrastructure to digital exhibitions and games. This broad range includes the **REACH Ambler** project that uses a digital platform to connect interviews, archival material, and research content; a digital walking tour accompanying the physical exhibit, *Things Fall Apart*; and a rapidly growing and robustly interactive **digital collection**. These activities have become central to much of the institution's new strategic plan.

The Digital Engagement Manager will play a key role in evaluating the current status of ongoing work and in building the foundation for a more coordinated development of those resources—both infrastructure and products—that can allow all of the institution's departments and initiatives to fully realize their role in our digital space. The Digital Engagement Manager will develop methods for designing, evaluating, and analyzing digital initiatives and build on those results to create work plans and

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workflows that allow for more efficient coordination and communication across the programmatic areas of the institution. The manager will report to the Director of CHF's Institute for Research, and will have regular contact with the directors of all of CHF's programmatic departments including the Director of Digital Library Initiatives, the Directors of the Center for Applied History and Center for Oral History, the Director of the Museum, the Digital Projects Manager, the *Distillations* team, and the Manager of Public Programming.

Key duties and responsibilities:

- Develop an institution-wide map of recent, ongoing, and planned digital content development and management;
- Assemble and lead a digital coordination team from across the institution to perform evaluative and planning activities;
- Collaborate with programmatic staff across the institution to understand and develop best practices for developing and managing digital engagement opportunities;
- Identify emerging opportunities and coordinate with the CHF senior staff to develop a strategic and coordinated digital work plan for the institution;
- Create new budget structures with the CHF senior staff and finance team to enable and support cross-departmental digital activities;
- Strategize with CHF senior staff and development team on opportunities to support and further develop digital engagement activities; and
- Develop an institutional plan for ongoing coordination of digital engagement.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Enthusiasm for learning new skills and ability to troubleshoot technologies;
- General knowledge of common content management systems or willingness to learn;
- Experience managing projects including the ability to design, implement, and oversee projects;
- Ability to effectively engage and involve others' interests;
- Ability to build and manage teams towards a shared set of goals;
- Ability to work independently; and
- Experiencing working on research or evaluation projects.

APPLICATIONS

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PUBLIC FELLOWS PROGRAM 

Job Title:	Research Associate, Global Cities
Organization:	Chicago Council on Global Affairs
Location:	Chicago, IL
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 4, 2018

ORGANIZATION DESCRIPTION

The Chicago Council on Global Affairs is an independent, nonpartisan membership organization that provides insight—and influences the public discourse—on critical global issues. We convene leading global voices, conduct independent research, and engage the public to explore ideas that will shape our global future. The Council is committed to bringing clarity and offering solutions to issues that transcend borders and transform how people, business, and governments engage the world.

The Chicago Council on Global Affairs drives dialogue on the rise and influence of global cities to shape our political, social, and economic lives and develop solutions to critical global challenges. A team of distinguished fellows, research associates, and nonresident fellows provides analysis and commentary on issues affecting global cities. Their research includes defining what makes a global city, examining the role of global cities as actors in global governance, developing a global engagement strategy for Chicago that can serve as a model for others, and exploring how arts and culture shape, define, and enhance global cities. Learn more at www.thechicagocouncil.org.

POSITION DESCRIPTION

The primary responsibility of the Global Cities Research Associate is to work with the Global Cities team within the Studies department to develop policy-focused research, writing, and public education outreach on best policies and practices of global cities from a comparative perspective. We are particularly seeking candidates with interests related to the **foreign policy of cities, climate change, immigration, pandemics and healthy cities, urban violence, and/or inequality**. Within one or more of these areas, under the guidance and in collaboration with the Director of Global Cities, the Research Associate will focus his/her first year on identifying best practices and lessons learned. In the second year of the fellowship, s/he will communicate the findings in an accessible manner to engage the general public and decision makers in the form of a final research report as the author or co-author. This position is ideal for candidates who would like to transition to a public policy career alongside a global network of foreign policy practitioners and experts.

Key duties and responsibilities:

- Develop, manage, and implement research and public education on policy analysis of issues in global cities in collaboration with fellow researchers in the Studies department of the Chicago Council;
- Identify and recruit key domestic and international leaders in government, foreign policy, business, NGOs, academia, and the media to feature on Council platforms, including the annual

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Chicago Forum on Global Cities in collaboration with the Programs and Development departments;

- Develop, manage, and implement small-group, discussion-oriented events with experts, policymakers, and diplomats for members of key Council constituencies;
- Serve as a representative of the Studies department before external audiences and visiting delegations and accept invitations to public convenings on behalf of the Council; and
- Actively engage in digital communications and social media conversations to keep abreast of the latest developments in his/her areas of interest and to communicate with the broader global audience.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent knowledge of and experience with global issues; international work and/or study experience is essential;
- Excellent interpersonal skills;
- Strong verbal communication skills;
- Superior research/writing skills and analytical/organizational abilities;
- Flexibility and problem-solving abilities;
- Ability to meet deadlines and to handle increasing levels of responsibility;
- Ability to work with a team;
- Highly motivated self-starter; and
- Experience with policy thought leadership or decision making is highly desirable.

APPLICATIONS

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PUBLIC FELLOWS PROGRAM 

Job Title:	Development Officer
Organization:	Council of Independent Colleges
Location:	Washington, DC
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, 2018

ORGANIZATION DESCRIPTION

The Council of Independent Colleges (CIC) is an association of nonprofit independent colleges and universities that works to support college and university leadership; advance institutional excellence; and enhance public understanding of private higher education's contributions to society. CIC is the major national organization that focuses on providing services to leaders of independent colleges and universities as well as conferences, seminars, and other programs that help institutions to improve the quality of education, administrative and financial performance, and institutional visibility. CIC also provides support to state fundraising associations that organize programs and generate contributions for private colleges and universities. Learn more at www.cic.edu.

POSITION DESCRIPTION

CIC seeks a Development Officer to work with the Vice President for Development in CIC's office in Washington, DC. The Vice President is responsible for developing and writing grant proposals and reports, overseeing the operation of grant-funded programs, and cultivating relationships with foundations and corporate sponsors of CIC. The Development Officer will assist with grant-writing, program development, and program management. By the end of two years, the fellow will have experience with the full cycle of grant development, writing, implementation, and reporting. In addition, due to the small size and collaborative culture of CIC, the Development Officer will also gain experience with event planning and implementation, writing and editing, and donor and member relations.

CIC plans to launch three new projects in the humanities over the next two years, and the fellow will have major roles in all three:

- **Humanities Research for the Public Good** will promote research by students who make use of the special library and archival collections at their colleges and universities, make this research better known to the public in their communities, and will help colleges and universities work more closely with cultural and civic institutions. The goals of this project are to demonstrate the applicability of research in the humanities to the public interest, to develop the research skills of undergraduate students in humanities disciplines, and to make special archival holding more likely to be perceived as helpful to the community. During the first year, the Officer will work with a CIC program director to shape the agenda for an opening workshop, identify and invite workshop leaders, work with CIC staff to plan the event, solicit and evaluate applications from CIC member institutions, and plan the next stage of the project. During the second year, the officer will take the lead on planning the closing workshop for the first cohort and coordinating the activities of the second cohort;

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- **Preparing College Students for Engagement in Public Discourse** will prepare faculty members who teach freshman-level courses to use the techniques of debate and civil discourse in new or modified courses that are taken by most or all freshmen. A workshop for teams of faculty members (and possibly deans) would be offered, and participation would be selective. The methodology of the workshop would try to take advantage of the small college setting where intellectual exchange should flourish. During the first year of the fellowship, the officer will assist in developing the proposal, and then the materials to support three years of workshops for CIC faculty members. If funding is obtained, during the second year the officer will take the lead in planning the first workshop, including working with conference staff to identify a location, identifying and securing workshop leaders, and planning the workshop agenda;
- **Strengthening Philosophy at Independent Colleges** is a program to provide faculty and curricular development as well as steps to improve the pipeline from the best graduate programs in philosophy to hiring by independent colleges. The officer will assist in the project design, seek funding sources, and research and write a proposal. In addition, the officer will research recent trends and examine best practices in philosophy departments, then develop a project designed to help CIC member institutions strengthen their programs in philosophy and draft the materials for the project; and
- **Other duties**, during both years, will include assisting with research and writing of other CIC grant proposals and reports; writing and editing of materials such as newsletter articles and brochure text; organization and staffing of various CIC programs, especially those for faculty members and academic administrators; and discussions with foundation officers.

QUALIFICATIONS

Required:

- PhD in the humanities or humanistic social sciences;
- Excellent communication skills, especially in writing and editing;
- Ability to translate ideas into concrete project plans and action items;
- Positive attitude and dedicated sense of urgency in serving CIC member interests;
- Ability to work well individually and collaboratively;
- Eagerness to promote the value of liberal arts education and independent liberal arts colleges; and
- Ability to thrive in a fast-paced, demanding work environment.

Preferred:

- Strong project management skills (and some experience);
- Grant-writing experience; and
- Knowledge of small, independent colleges.

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Job Title:	Strategic Research Associate
Organization:	Center for Popular Democracy
Location:	Brooklyn, NY
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Center for Popular Democracy (CPD) is a high-impact national organization that works with grassroots organizations around the country to build community power and transform the state and local policy landscape. CPD provides legal and strategic policy and research support to community-based organizations, and on state and local legislative campaigns, that advance a pro-worker, pro-immigrant, racial justice agenda. We also collaborate with established and emerging grassroots groups as they develop and refine their community organizing methodology and internal management, fundraising, and communications infrastructure. We engage deeply with our 51 affiliates in 32 states and Puerto Rico on a wide range of policy, research, organizing, and campaign related projects. Some of our current work includes:

- Demanding divestment from the criminalization of communities of color, and investment in public education, health, infrastructure, and equity;
- Pushing back against the corporate takeover of housing and community displacement;
- Fighting for strong public schools and against the privatization of public education;
- Championing the rights of immigrants, including the fight for Sanctuary Cities and legal representation for those facing deportation or detention;
- Advancing the next-generation of worker justice policies, including protections against wage theft and fluctuating schedules and for the right to organize;
- Advocating for policies that expand the franchise and make it easier to vote; and
- Supporting progressive local elected officials across the country.

Learn more at www.populardemocracy.org.

POSITION DESCRIPTION

The Strategic Research Associate will work with the research team to create the high-caliber, intersectional, and grassroots-driven research that is the core of every CPD campaign. The associate will join the team in meetings with campaign leads to develop a research plan that will both inform strategy and produce materials that can inform and persuade a wide range of audiences including lawmakers, partners, and the general public.

Potential projects include:

- Researching and drafting reports analyzing the role of private equity in the affordable housing crisis;

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- Developing popular education curricula to make dense subjects like financial regulation and tax policy accessible to our partners;
- Designing surveys both to identify the issues most important to the growing number of workers in the retail and “gig” economies and to encourage those workers to join our campaigns; and
- Working on our participatory action research project, including supporting teenage members of one of our partner organizations on a photovoice project in which participants use photography to show how a lack of investment in local schools has affected them.

We will work with the associate to identify the issue areas and communities in which to center his/her projects. In addition to the potential projects described above, the associate will provide ongoing critical support for our grassroots campaigns and advocacy through a range of qualitative and quantitative research and dissemination methods including:

- Reviewing legislative documents, white papers, and academic literature in order to identify, develop, and create policy proposals supportive of CPD’s agenda;
- Drafting memos, reports, and policy briefs; and
- Participating in public forums and conferences in order to raise the profile of CPD and its issues.

The associate will be a member of the research team (currently comprised of two Research Analysts, one Senior Research Analyst, and a Research Director), and will report to the Research Director. The CPD Strategic Research Associate will gain valuable experience to launch a career in policy analysis or legislative advocacy with a think tank or community-based organization.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- A demonstrated commitment to social justice issues;
- Excellent research, writing, and analytic skills;
- Facility with qualitative analysis and eagerness to develop a facility with quantitative analysis;
- A background or demonstrated interest in research, policy analysis, and/or community organizing;
- An ability to juggle multiple projects at a time and work in a fast-paced environment;
- A history of getting things done even in the face of obstacles; and
- Hard driving and light-hearted.

CPD is an affirmative action employer. We actively recruit people of color, people with disabilities, and people with diverse gender and sexual identities.

APPLICATIONS

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PUBLIC FELLOWS PROGRAM 

Job Title:	Senior Research Analyst, Transportation Innovation
Organization:	Environmental Law & Policy Center
Location:	Chicago, IL
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Environmental Law & Policy Center (ELPC) is the Midwest's leading public interest environmental legal advocacy and eco-business innovation organization, and among the nation's leaders. We develop and lead strategic environmental advocacy campaigns to improve environmental quality and protect our natural heritage. We are public interest environmental entrepreneurs who engage in creative business dealmaking with diverse interests to put into practice our belief that environmental progress and economic development can be achieved together. ELPC's multidisciplinary staff of 45 talented public interest attorneys, environmental business specialists, policy advocates, and communications specialists brings a strong and effective combination of skills to solve environmental problems and improve the quality of life in our communities. ELPC's headquarters is in Chicago, and we have offices in eight other cities throughout the Midwest and in Washington, DC. See www.elpc.org.

POSITION DESCRIPTION

Transportation use and technology are changing rapidly with the advent of electric vehicles, ride-hailing applications, driverless cars, and car sharing, and public transit ridership is declining as a result. Public policy needs to keep pace with these changes in order to address climate change, land use, and equity challenges. Done right, these innovations will reduce greenhouse gas pollution, support clean power generation by using car batteries as grid-level power storage, and expand the reach of public transit. Done wrong, they will risk exacerbating congestion, increasing sprawl, and leaving stranded public transit assets unable to meet the public's needs.

ELPC seeks to hire a Senior Research Analyst to help guide public policies to encourage the former rather than the latter. The analyst will work in ELPC's downtown Chicago headquarters and report to ELPC's Deputy Director and Senior Law Fellow. S/he also will work closely with other transportation team members.

The analyst will research the quickly changing, interrelated fields of vehicle technology, power grid storage, vehicle ownership/use, and land use policy. The analyst will help ELPC identify and execute opportunities to advance environmental goals in this field before city, state, and federal regulatory agencies, including public utility commissions and the US Department of Transportation.

At the project's completion, the analyst will have gained substantive professional experience in policy analysis, advocacy, strategic analysis, and communications and will have also developed expertise in the

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particular field of new transportation technologies and policy. This experience can be applied toward future positions in environmental advocacy, consulting, or government.

Key duties and responsibilities:

- Conduct research on vehicle technology, power grid storage, and vehicle ownership/use;
- Compile and evaluate best practices at regional, state, and local levels to address this rapidly changing field;
- Create fact sheets, web content, reports, infographics, and other materials to inform policymakers and the public;
- Write testimony that will be presented before legislative and regulatory bodies;
- Forge and manage relationships with key national, state, and local stakeholders; and
- Develop and execute strategies for coalition-building, campaign development, and communications to promote adoption of best practices by governing bodies throughout the Midwest.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- An understanding of public policy and its development;
- Strong written and oral communication skills, including the ability to translate complex issues into persuasive prose;
- Excellent research, critical analysis, and problem-solving skills;
- An inspired and demonstrated commitment to environmental protection; and
- The ability to work productively with a fast-paced team of skilled professionals.

APPLICATIONS

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Job Title:	Content Strategist
Organization:	Innocence Project
Location:	New York, NY
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Innocence Project is a not-for-profit organization that works to exonerate innocent people through post-conviction DNA testing and to develop and implement policy changes to prevent wrongful convictions and otherwise reform the criminal justice system. The Innocence Project uses its unique science- and research-based expertise and the experiences of the exonerated to expose systemic problems and unequal treatment of people based on race and socio-economic status. We use a core set of strategies—litigation, policy advocacy, and strategic communications—to free the innocent from unjust incarceration and advocate for reform of the system responsible for their wrongful imprisonment.

The Innocence Project has recently begun a new area of work calling attention to the innocent who plead guilty to misdemeanors, racial bias throughout the system, and the growing crisis in indigent defense systems. Our new work seeks to fashion a criminal justice system that really cares about innocence; a system that treats people humanely, with dignity and respect; a reliable system based on justice and fundamental fairness for all people. For more information, visit www.innocenceproject.org.

POSITION DESCRIPTION

As part of a collaboration between the Innocence Project's executive and communications departments, the Content Strategist will investigate, vet, and develop sharable content for our advocacy work, website, and social media platforms. Starting with individual and organizational contacts as well as the Innocence Project's ongoing communications, policy, and litigation efforts, the Content Strategist will develop personal narratives that shed light on the issues at the intersection of misdemeanor guilty pleas, indigent defense, and racial bias in the criminal justice system and how these issues contribute to wrongful convictions. These issues include racial profiling, policing, bail and pretrial detention, inadequate indigent defense, prosecutorial discretion, collateral consequences of a criminal conviction, trauma, and social stigma. The Content Strategist will report to the Special Counsel for New Initiatives, a member of the Executive team.

The Content Strategist will:

- Conduct outreach with other criminal justice organizations and directly interview community members, advocates, and other individuals to develop compelling misdemeanor narratives to be shared in our advocacy work and on our digital platforms. Narrative development may also include gathering documentation from court files, interviewing defense counsel, and gathering supporting materials to create communications materials, including white papers, digital content and videos;

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- Create a story bank to allow communications, policy, and development staff to access stories on an as-needed basis; and
- Develop a comprehensive communications plan, in collaboration with the communications department, to support the Innocence Project's public education and advocacy to raise awareness of racial bias in the criminal justice system and the system's overreliance on guilty pleas. Based on their findings, the Content Strategist will conduct additional research to ultimately develop a comprehensive message guide that allows program staff to advocate for anti-mass incarceration and anti-racist policies.

QUALIFICATIONS

Required:

- PhD in the humanities or humanistic social sciences;
- A strong commitment to social/racial justice issues and to the mission of the Innocence Project;
- Excellent investigative and communication skills;
- Excellent writing skills;
- Experience conducting outreach;
- Facility with storytelling approaches;
- Attention to detail and ability to work independently; and
- Candidate should be organized, flexible, and creative.

Preferred:

- Meaningful familiarity with communities of color and communities with substantial contact with the criminal justice system;
- Experience with external communications; and
- Experience using video or photography to tell stories.

The Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. Those with direct experience with the criminal justice system, formerly incarcerated people, and people with incarcerated loved ones are strongly encouraged to apply. We are an Equal Opportunity Employer.

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Job Title:	Cross Sector Analyst
Organization:	Los Angeles County Arts Commission
Location:	Los Angeles, CA
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding, and accessibility of the arts in Los Angeles County, encompassing 88 municipalities and 137 unincorporated areas, and provides leadership in cultural services. The Arts Commission funds 364 nonprofit arts organizations through a two-year \$9 million grant program, runs the largest arts internship program in the country, coordinates the LA County Arts Education Collective, manages the County's civic art policy, and produces free community programs. There are over 2,800 arts organizations and 150,000 working artists in the County of Los Angeles, creating the largest concentration of arts activity in the United States. For more information, visit www.lacountyarts.org.

POSITION DESCRIPTION

In November 2015, the LA County Board of Supervisors passed a resolution directing the LA County Arts Commission to conduct "a constructive County-wide conversation about ways to improve diversity in cultural organizations" for all LA County residents. This led to the **Cultural Equity and Inclusion Initiative (CEII)**, an 18-month process where the Arts Commission received ideas and input from residents across the County through 14 town hall meetings. The **final report** on the initiative included 13 recommendations for ways County government could improve equity and inclusion among boards of directors, staff, artists/creators, programming, and audiences/participants. The LA County Board of Supervisors unanimously approved funding for five of those recommendations in June 2017.

One of the five recommendations approved and funded by the Board of Supervisors is an initiative to place artists, arts administrators, or other creative workers who are representative of diverse constituencies in paid positions as creative strategists in County departments to develop innovative solutions to social challenges. Creative strategists will be placed in six County departments over three years. The first two placements will be in 2018, one with the Libraries Department and one with the Office of the Registrar-Recorder/County Clerk to support their *Voting Solutions for All People* (VSAP) initiative. The Arts Commission's Cross Sector Manager oversees this initiative and coordinates projects across all divisions of the Arts Commission where we work with other County departments.

The Cross Sector Analyst will primarily provide program and evaluation support to the cross sector initiative. This is a unique opportunity to help build a new program from the ground up. Placing artists in residence in government agencies to address social problems is an emerging field in arts management and there will be opportunities for peer learning with other practitioners across the US. The Cross Sector Analyst will also provide research and evaluation support to the Arts Commission's full Cultural Equity

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You may **not** contact the host institution to inquire about this position.

and Inclusion Initiative, working with every division to identify promising practices and share them with the field in Los Angeles and nationally.

Key duties and responsibilities:

- Manage and oversee the creative strategist placements, in collaboration with the Cross Sector Manager, which may include:
 - Write Requests for Qualifications and managing the RFQ process;
 - Outreach to the artist community, particularly artists from underserved communities;
 - Represent the Arts Commission in meetings with representatives from a variety of County departments;
 - Provide support to the selected creative strategists before and during their residencies;
- Coordinate cross sector projects taking place throughout the Arts Commission;
- Write a literature review on artist residencies in government agencies and their role in improving equity and inclusion;
- Build relationships with public arts agencies in other cities that manage artist residencies in government departments to share ideas and learn promising practices;
- Evaluate the effectiveness of the Arts Commission's cross sector initiative;
- Evaluate the Arts Commission's work on cultural equity and inclusion, which includes collecting and analyzing data, and writing up findings; and
- Write public-facing materials such as blog posts, flyers, reports, and social media content to inform the public about cultural equity and inclusion in the arts and the Arts Commission's cross sector work.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Experience working on research or evaluation projects;
- Ability to summarize and communicate research and evaluation findings in writing and verbally for a non-specialist audience;
- Excellent written and verbal communication skills;
- Cultural competency and experience working with diverse communities;
- Comfort working both independently and as part of a team, and the ability to think and problem-solve creatively;
- High level of organization and attention to detail with strong time management skills;
- Facility with Microsoft Office (including Word and Excel); and
- Knowledge about or passion for ways the arts can be used to improve cultural equity and inclusion.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Digital Producer
Organization:	Lapham's Quarterly
Location:	New York, NY
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

Lapham's Quarterly (LQ), a project of the not-for-profit American Agora Foundation, is a magazine of history and ideas founded in 2007 by former editor of *Harper's Magazine* Lewis H. Lapham. Each issue addresses a topic of current interest and concern—war, religion, money, medicine, nature, politics—by bringing up to the microphone of the present the advice and counsel of the past. Texts, abridged rather than paraphrased, are drawn from authors on the order of Aristotle, William Shakespeare, Leo Tolstoy, Mark Twain, Thucydides, Virginia Woolf, Charles Dickens, Edith Wharton, Edward Gibbon, Mahatma Gandhi, Confucius, Honoré de Balzac, Jane Austen, and Joan Didion. Together with passages from the world's great literature, each issue offers full-color reproductions of paintings and sculpture by the world's great artists.

The magazine's website features a digital edition of the magazine; excerpts and adaptations from newly published books of history; a podcast hosted by Lewis Lapham; and original essays about history, literature, and ideas. Re-launched in 2014, the website has won several design awards, including a W3 Prize and a Pixel Award. The site now archives forty issues of LQ and offers access (without a payroll) to more than a thousand extracts from works of history and literature, from ancient to contemporary. Learn more at www.laphamsquarterly.org.

POSITION DESCRIPTION

During its ten years of publication, LQ has excelled at publishing rich visual features in its print magazine: a **color wheel** tracing the history of dyes and pigments; an **annotation** of history's most creative diets; a **map** showing the flow of foreign aid around the world; an illustrated **feature** on the evolution of music notation; a **flow chart** tracing FDR's famous tautology "the only thing we have to fear is fear itself," from King Solomon to the present day; and a **diagram** of the intricate series of randomizing procedures used in ancient Athens to ensure a fair jury. The Digital Producer will build on this work, leveraging the possibilities of online platforms, to produce and publish web-original and interactive features (maps, charts, graphs, and infographics) with the potential to reach a broad online audience.

The Digital Producer will bring his or her research skills and familiarity with the world of the humanities or social sciences to bear on the task of translating historical and academic sources into visual features, working with writers, editors, designers, and programmers to publish innovative content for an engaged public.

The position is a senior role at LQ, involving management of staff and budgets (for editorial content, graphic design, and web development contractors). Candidates should be deeply engaged with digital

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culture and have some experience working online (particularly writing or editing in a CMS) but need not have prior experience coding or producing visual media. Instead, the ideal candidate will be creative, connected to scholarship across multiple disciplines, have experience with project management, and be deeply engaged with the ways technology and social media are transforming how the public learns about work in the humanities and social sciences.

Key duties and responsibilities:

- Collaborate with LQ writers and editors to research, write, and plan visual and interactive features;
- Conceive and deploy new online modules for visual content, working with LQ's web developers and designers;
- Produce online features using off-the-shelf interactive tools, including Google Maps, [ThingLink](#), [Atlas](#), and the Knight Foundation's [Timeline](#);
- Work with LQ's web editor and digital director to plan regular publication of new content;
- Commission content that speaks to subjects in the news and deploy in a timely manner;
- Manage project budgets;
- Conceive and implement social media activities that build interest in new features;
- Build partnerships with scholars and research institutions, with the goal of translating data sets and new research into visual features; and
- Report on project activities to stakeholders, including funders, staff, and the foundation's board of directors.

The Digital Producer role will be an expansive introduction to web publishing. At the end of a two-year tenure, the producer will have been responsible for the creation of a new program area for LQ and be deeply knowledgeable about a range of visual storytelling techniques and interactive technologies. A successful tenure will position the fellow for a senior role in visual storytelling in the nonprofit sector or the media. The position reports to a senior editor, who supervises all content on [laphamsquarterly.org](#), and to the executive editor.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent writing skills;
- Experience managing projects;
- Deep engagement with digital culture and some experience working online;
- The ideal candidate will be creative, energetic, responsive, detail-oriented, and organized;
- While LQ offers a collaborative editorial environment, candidates should be comfortable with working in a small, team-based organization; and
- Experience editing for a journal or magazine is preferred but not required.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Associate Executive Editor and Assistant Director, LARB Books
Organization:	Los Angeles Review of Books
Location:	Los Angeles, CA
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, 2018

ORGANIZATION DESCRIPTION

Through its website, channels, radio show, publishing workshop, print journal, podcasts, short films, events, and new book publishing wing, *Los Angeles Review of Books* (LARB) helps foster and sustain creative individuals and communities, diversify the voices in the national and international conversation, increase the visibility of women and minority artists and writers, and provide a platform for public discourse not just on literature and culture, but on issues of equality, justice, sustainability, and community. Reaching an audience of a million people a month in 150 countries, LARB has emerged as one of today's most influential literary and cultural publications.

LARB Books is the newest part of LARB's integrated platform. LARB Books has launched with five imprints, including the already well-established Les Figues Press, Outcaste Books, LA Classics, LARB Originals, and LARB Short Stories. Les Figues and Outcaste are edited offsite, and LARB Books provides only marketing, PR, and business functions; the other three are produced in-house, and their editors are all current LARB staff. LARB Books, like LARB itself, will be addressed to two complementary audiences: academics interested in extradisciplinary writing and non-academics with an interest in intellectually stimulating and challenging work across all disciplines and genres. Over time, LARB Books plans to acquire or develop further imprints. Learn more at www.lareviewofbooks.org.

POSITION DESCRIPTION

The Associate Executive Editor of *Los Angeles Review of Books* and Assistant Director of LARB Books will report directly to Boris Dralyuk, LARB Executive Editor and Director, LARB Books, and will share responsibility for the day-to-day operation of the LARB website and LARB Books. As Associate Executive Editor, the fellow will work closely with the Executive Editor and assist in overseeing the daily editorial functions of the website. This is an excellent position for learning the ins and outs of a very busy website (three to four longform main site pieces a day, another half dozen pieces on blogs and channels) with an international roster of authors and an international audience. The fellow will also benefit from the input and mentorship of the LARB site's section editors. As Assistant Director of LARB Books, the fellow will assist the director and the Managing Editor, Eleanor Duke, in overseeing imprint editors, paid and volunteer staff, and production in all aspects of publishing a list that will grow from 4 books this fiscal year (July '17–June '18) to 20 books a year over the next three years. That includes acquisition, budgeting, editing, copyediting, proofreading, design, layout, printing, public relations, marketing, distribution, author relations, and fulfillment. The Associate Director's role will vary imprint by imprint, depending on that imprint's specific personnel and needs. This will provide the fellow with a comprehensive introduction to book publishing, both print and electronic.

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The Assistant Director will also assist the Director, Managing Editor, and imprint editors in soliciting and shepherding pieces through the editorial process for the LARB website, and follow up with authors about LARB articles and *Quarterly Journal* pieces that might be developed into books for the Classics, Originals, and Short Stories imprints. The fellow will report directly to Boris Dralyuk, LARB Executive Editor and Director of LARB Books, one of the four senior staff members overseeing LARB operations (all of whom report directly to the Editor in Chief, Tom Lutz). This is a new position at LARB, and though by the end of the fellowship, the fellow will be prepared to take an executive or editorial position anywhere in the publishing world—at any academic or trade press, large or small, or any magazine or website, commercial or nonprofit—we hope that the fellow might, instead, stay on with LARB and/or LARB Books at the end of the fellowship.

Key duties and responsibilities:

As Associate Executive Editor of the *Los Angeles Review of Books*, the fellow will assist with overseeing the daily editorial functions of the website, including:

- Communications with authors, section editors, and LARB channels and affiliates;
- Editing pieces and preparing them for production;
- Monitoring website analytics and social media engagement; and
- Refining social media strategy.

As Assistant Director of LARB Books, the fellow will:

- Follow up with authors about LARB articles and Quarterly Journal pieces that might be developed into books for the Classics, Originals, and Short Stories imprints;
- Communicate with the off-site editors of Les Figues Press and Outcaste Books;
- Assist with coordinating production of print and electronic titles; and
- Help plan and prepare promotional material for new titles.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- A broad range of interests within and beyond the humanities;
- Demonstrated project management and organizational skills;
- Demonstrated experience coordinating diverse people;
- Ability to take initiative and adjust to new conditions;
- Excellent communication skills;
- Patience, dedication, and diplomacy; and
- Preferred qualifications would include any of the following: knowledge of Adobe Creative Suite, WordPress CMS, or comparable programs; experience in publishing, editing, social media marketing, PR, or design.

APPLICATIONS

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www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Audience Development & Engagement Manager
Organization:	MinnPost
Location:	Minneapolis, MN
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, or September 4, 2018

ORGANIZATION DESCRIPTION

MinnPost is a nonprofit, nonpartisan news publisher that exists to provide high-quality journalism for people who care about Minnesota. Our primary focus is reporting on state-level politics and policy, with emphases on K-12 education, environment, health, social services, economic development, and regional government. We were founded in 2007 to counteract rapid declines in the quality and quantity of public service journalism in Minnesota, particularly at the state level. In the years since, MinnPost has grown into one of the country's most successful nonprofit, nonpartisan, digital-first news organizations. The quality of our work is evident in both the support we've received from the community and the many awards our writers have garnered from local and national journalism organizations. Over the last five years, MinnPost has won 39 local, regional, and national journalism awards, and was twice named one of the best news sites of our size in the nation by the Online News Association. Learn more at www.minnpost.com.

POSITION DESCRIPTION

The Audience Development & Engagement Manager is responsible for defining MinnPost's audience development strategy, overseeing its successful implementation, and leading our efforts to assess the reach and impact of our work. This is a new position for our organization, and the person who fills it will be given wide latitude to determine not only their day-to-day work, but our entire organization's approach to digital audience development. S/he will report to Publisher & CEO Andrew Wallmeyer, and will help set MinnPost's overall business strategy as a member of the Business Leadership Team.

The primary focus of this position will be to grow MinnPost's audience and better engage its users. To do this, s/he will identify areas of opportunity by analyzing both quantitative and qualitative data, develop strategies for improvement informed by a deep understanding of MinnPost readers, drive organizational change by clearly articulating a case for action, and influence our strategy by interpreting the rationale for and results of these efforts to MinnPost executive and board leadership. A secondary focus will be developing an approach to assessing and communicating to a wide range of stakeholder groups the ultimate result of our work in terms that are more closely aligned with our mission than the basic reach/audience measures most media organizations use as proxies for impact.

By the end of this fellowship, the Audience Development & Engagement Manager will have developed expertise in analyzing and optimizing the performance of the primary sources of referral traffic to news and information web sites, including social media, organic search, paid search, and email. S/he will also gain experience distilling complex ideas into actionable insights, and presenting those insights to

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executive and board leadership. MinnPost will provide training on all the relevant tools we use, and that training will be augmented with mentoring by audience development experts from other organizations and participation in industry conferences and other professional learning opportunities.

Key duties and responsibilities:

Audience development

- Assess MinnPost performance and identify areas of opportunity across our top sources of referral traffic (social media, organic search, paid search, and email newsletters) by analyzing MinnPost.com and email analytics data, benchmarking against other sites, and comparing MinnPost practices to industry best practices as defined by leading academics and practitioners;
- Develop strategies for improvement that reflect both industry best practices and a deep understanding of MinnPost readers and their motivations gained through a combination of quantitative research, qualitative research, and personal interaction; and
- Work in close coordination with members of the MinnPost editorial team to develop and implement actionable strategies to grow our audience and increase our traffic.

Audience and impact tracking

- Develop a systematic process for tracking the reach of MinnPost content through non-MinnPost channels (e.g., social media, republication by other media outlets);
- Develop a systematic approach to assessing the impact of MinnPost's work not in terms of the number of people reached, but rather how it affects those people and their communities, to better measure and communicate the extent to which we fulfill our public service mission; and
- Inform future organizational strategy by communicating the quantitative and qualitative impacts of our audience development efforts to MinnPost executive and board leadership.

Special projects TBD

- Potential projects include developing an ongoing audience research program and/or looking to expand MinnPost's reach via new or expanded content distribution partnerships.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Commitment to high-quality, nonpartisan, public-service journalism;
- Passion for applying academic theory and research to real-world questions;
- Strong interest and/or experience in quantitative and qualitative research methods, including data analysis and survey creation;
- Strong analytical skills and aptitude for working with technical systems such as databases and analytics platforms;
- Excellent interpersonal and collaboration skills, and the ability to work both independently and as part of a collegial group;
- Proven ability to plan, manage, and implement projects; and
- Multicultural experience and cross-cultural competency.

APPLICATIONS

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- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Manager of Curatorial Innovation
Organization:	National Trust for Historic Preservation
Location:	Washington, DC
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The National Trust for Historic Preservation, a privately funded nonprofit organization, works to save America's historic places. Our mission is to protect significant places representing our diverse cultural experience by taking direct action and inspiring broad public support. The overarching strategic goal of the National Trust is to heighten its national impact and increase the scale of our preservation efforts. With a portfolio of historic sites around the country, a key element in this work is to re-imagine historic sites for the 21st century, helping sites across the country obtain high levels of cultural relevance, financial sustainability and preservation practice. Learn more at www.savingplaces.org.

POSITION DESCRIPTION

The Manager of Curatorial Innovation will seek out new stories, connections and themes within the National Trust's collection of more than 60,000 items located at 21 museum properties throughout the United States. This collection includes fine arts and decorative arts from the 18th-20th centuries, as well as textiles, archival materials, and ordinary household objects that help to tell the stories of a diverse range of places from Colonial estates to Presidential homes and retreats to Modernist icons.

As the National Trust works to re-imagine the future possibilities of its historic sites, the collection has tremendous potential to contribute to this reimagining. The National Trust has recently transitioned to a new collections management software that allows the collection to be managed and explored as one large cohesive collection with online public access to the collection for the first time. The newly created position of Manager of Curatorial Innovation will have full digital access to this collection and will be charged with developing new scholarship on both individual items in the collections as well as on the social, political, and cultural themes that cut across the collection. Working as a key member of the National Trust's Historic Sites Department staff at Trust headquarters, the manager will develop and implement digital resources to feed the new online portal for the collection and other platforms, as well as develop public programming at selected sites that will engage the public with this collection in unprecedented ways.

Under the guidance of the John and Neville Bryan Associate Director of Museum Collections and in collaboration with the Director of Interpretation and Education, the Manager of Curatorial Innovation will bring fresh perspectives to the curation of the collection with an eye to cross-disciplinary analysis and non-traditional interpretation. Depending on interest and organizational need, focus on particular sub-collections will be possible. Examples of these collections could include, but may not be limited to, garden objects and outdoor sculpture, fine and decorative arts, clothing and textiles, and furniture.

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The Manager of Curatorial Innovation will help the National Trust become a national leader in promoting greater public engagement with historic house museum and historic site collections by successfully re-imagining the way its collection is conceived from a series of collections at individual historic sites to a new model of a cohesive, nationally significant National Trust Collection. By leading these important interpretive and branding efforts, the fellow will be exposed to many elements of historic site operations, with a specific focus on curation, collections management, interpretation, and communication roles. By the end of the fellowship, the Manager of Curatorial Innovation will be well equipped to succeed in leadership roles in these areas.

Key duties and responsibilities:

- Conduct research into the National Trust collection using internal resources at National Trust headquarters and historic sites, as well as external resources and repositories;
- Curate new interpretive stories for the collections that cross site boundaries as well as academic disciplines;
- Develop ways to deliver these stories to the general public and/or specific target audiences using the web and social media, via exhibits or programs at the sites, or through other creative methods;
- Research, develop, plan and write enhanced descriptions for individual objects in the collections database;
- Enhance database entries with improved bibliographies and supplemental curatorial research materials;
- Develop and manage the workflow of collections staff at the historic sites who will assist with the project; and
- Draw on the collection to help the Trust effectively engage with a larger, broader and more culturally diverse audience.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent research, writing and analytical skills. Experience with material culture research and/or other museum experience a plus;
- Demonstrated success in and enthusiasm for communicating with and engaging culturally diverse public audiences and partners. Bilingual language skills a plus;
- Demonstrated ability to think creatively and find innovative ways to tell stories;
- Experience successfully managing internal stakeholders and relationships;
- Proven ability to collaborate with a variety of colleagues and partners to implement processes and achieve results;
- Ability to adapt and be flexible in a dynamic work environment;
- Enthusiasm and excitement about historic sites and museums preferred; and
- Familiarity with digital communications tools and relational databases a plus.

APPLICATIONS

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- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Research Program Manager
Organization:	National Immigration Law Center
Location:	Washington, DC
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The National Immigration Law Center (NILC) is the primary national organization in the United States exclusively dedicated to defending and advancing the rights of low-income immigrants. At NILC, we believe that all people who live in the US—regardless of their race, gender, immigration, and/or economic status—should have the opportunity to achieve their full human potential. For nearly four decades, NILC has won landmark legal decisions protecting fundamental human and civil rights, thwarted policies that would have damaged low-income immigrant families’ opportunities, and advanced major policies that reinforce our nation’s values of equality and justice for all.

Headquartered in Los Angeles with an office in Washington, DC, we use a core set of strategies—litigation, advocacy, and strategic communications—to focus on key program areas that affect the lives and well-being of low-income immigrants. These areas include immigration status and reform, healthy lives and economic opportunities, immigration enforcement reform and justice, and education and workforce development. We also conduct trainings, publish educational materials, and provide legal counsel and strategic advice to inform a wide range of audiences about complex legal and policy matters affecting immigrants and to help strengthen other groups’ advocacy work. Learn more at www.nilc.org.

POSITION DESCRIPTION

In order to meet the particular challenges of advancing immigrants’ rights, NILC is committed to identifying innovative advocacy strategies that are grounded in the lived experiences of those who are directly affected by immigration policy. In recent years, NILC’s work has focused on intertwining efforts to change public policy through advocacy and litigation with communications strategies that advance a narrative of inclusion and of the role of immigrants in the country and in our communities. In order to more fully realize this integration of narrative change with policy change, we are adding capacity to develop a qualitative research program.

Under the primary supervision of the Research and Narrative Strategist and the Director of Communications, and in collaboration with the issue campaign leads, the Research Program Manager will help design and implement a program to coordinate and manage research across the organization’s programmatic departments and campaigns. The Research Program Manager will have the opportunity to diversify his/her research expertise within an integrated approach to advocacy, in preparation for managing projects across NILC’s litigation, policy advocacy, and communications work, as well as across various sectors of social justice advocacy more generally.

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

Key duties and responsibilities:

The Research Program Manager will infuse narrative approaches and rigorous research into all of NILC's program work. As the research-based connective tissue among departments, the Research Program Manager's duties will include:

- Coordinating with external researchers and NILC litigators to include expert testimony from academics and to incorporate academic research into court briefs—whether as amicus briefs on behalf of academics, or directly as evidence;
- Collaborating with policy advocates to create original research projects to advance NILC's advocacy campaigns, by identifying research questions, methodologies, and resources and managing projects;
- Supporting advocates in the incorporation of qualitative methods, narrative approaches, and intersectional perspectives into policy analysis; and
- Contributing significantly to the integration of communications research findings across the organization's work in order to achieve narrative change, as well as substantive policy change, through NILC's advocacy and litigation efforts.

QUALIFICATIONS

Required:

- PhD in the humanities or humanistic social sciences;
- Interest in applying academic research skills toward an advocacy agenda;
- Excellent investigative, communication, and writing skills;
- Organized, flexible, and creative;
- Attention to detail and ability to work independently;
- Background in research design and project management;
- Experience in narrative and discourse analysis;
- Ability to integrate quantitative data into qualitative analysis; and
- Familiarity with intersectional, historical, and de-colonial approaches to research.

Preferred:

- Familiarity with immigrant community and/or social justice issues; and/or
- Ability to speak and write in a language other than English.

APPLICATIONS

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Participation Design Strategist
Organization:	Participatory Budgeting Project
Location:	Brooklyn, NY
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 4, 2018

ORGANIZATION DESCRIPTION

The Participatory Budgeting Project (PBP) is a nonprofit organization that empowers people across the United States and Canada to decide together how to spend public money. We create and support participatory budgeting (PB) processes that deepen democracy, build stronger communities, and make public budgets more equitable and effective. Through our work with partners in over 26 cities, we have engaged over 320,000 people in deciding how to spend over \$200 million. Our organizational practices embody the values of community, democracy, equity, inclusion, and transparency. We believe that more people deserve direct control over the public budgets that impact their lives. Learn more at www.participatorybudgeting.org.

POSITION DESCRIPTION

We are seeking a Participation Design Strategist to work in PBP's Participation Lab, one of our three program areas. The Lab evaluates, researches, and develops tools and practices to make participatory budgeting and democracy work better. The strategist will work closely with other staff and partners to develop and test strategies that improve PBP's services and PB processes. Through this work the strategist will identify and help implement design solutions that enable participatory democracy to grow and scale, and that advance equity, diversity, and inclusion in civic participation. This will include close collaboration with government and nonprofit staff, community leaders, and user design experts.

This position is great preparation for those interested in a career in the nonprofit or public sectors, including in user experience design, human centered design, public participation, civic engagement, program evaluation, service delivery, or public administration. This is a new position that expands PBP's capacity to make data-informed design decisions as well as to keep pace with the increasing volume and diversity of communities excited about deepening local democracy. The position is based out of our Brooklyn, New York, office and reports to the Executive Director, Josh Lerner, PhD.

Key duties and responsibilities:

The strategist's role will vary from project to project based on need, experiment and research design, and other considerations, but will include:

- Crafting a research plan of interviews, focus groups, and/or field observations to understand PB process implementation and identify opportunity areas and new ideas for change;
- Developing iterative experiments, collecting data, and analyzing the results to identify design solutions that make PB easier, more effective, and more impactful;

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- Shaping and acting on change strategies that start small and soon, but lead to long-term impact at scale;
- Developing and implementing experimental approaches for our clients to prototype new practices of civic engagement;
- Designing internal tools or processes that address strategic and organization issues and foster new ways of working; and
- Shaping PBP's perspective on participatory process design.

QUALIFICATIONS

Our ideal candidate is interested in learning quickly and finding new, testable solutions to big challenges, like how to sustain civic engagement. The strategist should know how to find insights from a wide range of inputs and where to push to learn more. The strategist should also be passionate about building systems that advance social change and make government more equitable by making it directly responsive to people whose voices are often underrepresented. Candidates should be eager to learn new skills, but also able to demonstrate the following experience and competencies:

- PhD in the humanities or humanistic social sciences;
- Comfort with and preference for an iterative, nimble approach to projects;
- Excellent communication and teamwork skills, including the ability to effectively contribute to and help lead a highly collaborative and democratic organization;
- Ability to balance the often competing needs for rigor and timeliness in data and analysis products;
- Research and/or work experience in program evaluation or related activities, such as interviews, observations in the field, or quantitative data;
- Strong computer skills, including demonstrated proficiency with Google apps and Microsoft Office;
- Experience working in and/or with nonprofits, governments, and community organizations preferred;
- Experience producing written instructional products geared toward a non-academic audience is a plus;
- Familiarity with graphic design, user experience/interaction design, or digital survey development a plus;
- Familiarity with participatory democracy, political organizing and/or community organizing is ideal; and
- Ability to travel approximately six times per year across the United States.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Associate, Equitable Economy Research
Organization:	PolicyLink
Location:	Oakland, CA
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, 2018

ORGANIZATION DESCRIPTION

PolicyLink is a national research and action institute dedicated to advancing racial and economic equity by Lifting Up What Works and promoting the voice and leadership of people of color in public policy. Founded in 1999, PolicyLink connects the work of people on the ground to the creation of sustainable communities of opportunity that allow everyone to participate and prosper. Such communities offer access to quality jobs, affordable housing, good schools, transportation, and the benefits of healthy food and physical activity. Guided by the belief that those closest to the nation's challenges are central to finding solutions, PolicyLink relies on the wisdom, voice, and experience of local residents and organizations. Lifting Up What Works is our way of focusing attention on how people are working successfully to use local, state, and federal policy to create conditions that benefit everyone, especially people in low-income communities and communities of color. We share our findings and analysis through our publications, website and online tools, convenings, national summits, and in briefings with national and local policymakers. Our work is grounded in the conviction that equity—just and fair inclusion—must drive all policy decisions. Learn more at www.policylink.org.

POSITION DESCRIPTION

The Associate, Equitable Economy Research will focus on the organization's equitable economy portfolio with a specific concentration on **All-In Cities**, a signature initiative of PolicyLink. Under the supervision of the senior director, the associate will work on multiple projects within the equitable economy team to identify the policies, business models, and strategies that advance equitable economic growth, and share these strategies with community leaders and policymakers. Since 2011, PolicyLink has been advancing the idea that equity—the economic and social inclusion of low-income communities and communities of color—is essential to secure our future economic prosperity, particularly in the context of our demographic transition to a majority people of color nation by 2043. Our work to advance an equitable economy includes data and research, policy development, place-based initiatives, and strategic communications, including the production of a bimonthly national newsletter that lifts up promising practices, thought leaders, and new research on how equity is an economic imperative.

This is a new position that will help to move forward the key goals of the All-In Cities initiative and the organization's equitable development research agenda. This position is expected to prepare the fellow for a career in policy analysis, research, or advocacy with a focus on racial equity in a broad range of non-profit organizations or government agencies.

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

Key duties and responsibilities:

- Work closely with staff leading the **All-In Cities Anti-Displacement Policy Network** learning community to build out the economic equity policies that complement the housing policy work of the learning community. This project will be developed in collaboration with community-based organizations, local policymakers and elected officials, national advocacy groups, and philanthropic partners;
- Work with staff leads on our justice portfolio to develop a more integrated approach to justice and economic opportunity/security through the All-In Cities initiative, including research on divest/invest strategies that could be implemented in cities;
- Conduct independent research and interviews to create original content expanding the All-In Cities online policy toolkit;
- Respond to requests for research support from local leaders and organizations related to economic equity and inclusive growth;
- Track recent literature and debates on inequality, mobility and economic equity; and
- Research and produce reports, policy briefs, memos, and blog posts focused on innovative public and private sector models, best practices, and state and local policy initiatives that advance an equitable economy, including strategies to raise the floor on low-wage work, strengthen the capabilities of our diverse workforce, remove barriers to employment, create good jobs, and build wealth in low-income communities of color.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Commitment to racial and social equity issues;
- Experience working with low-income communities of color;
- Demonstrated capacity for critical, independent, and creative thinking while working within and across teams;
- Strong research and analytical skills;
- Excellent written and verbal communication skills;
- Ability to work within a fast-paced environment and maintain flexibility and a sense of humor while meeting deadlines;
- Good time management skills and ability to effectively work on multiple projects; and
- Knowledge of/interest in current themes and debates in economic issues concerning growth and development, including income inequality, intergenerational mobility, access to educational opportunity, and implications of demographic change.

Preferred

- Experience and/or academic coursework related to economic development and inclusion; and
- Some familiarity with public policy and the legislative process.

APPLICATIONS

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www.acls.org/programs/publicfellows
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- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Associate Editor, Global Nation
Organization:	Public Radio International
Location:	Minneapolis, MN
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, or September 4, 2018

ORGANIZATION DESCRIPTION

Public Radio International (PRI) is a global nonprofit media company focused on the intersection of journalism and engagement to effect positive change in people's lives. We create a more informed, empathetic, and connected world by sharing powerful stories, encouraging exploration, connecting people and cultures, and creating opportunities to help people take informed action. Our mission is to serve audiences as a distinctive content source for information, insights, and cultural experiences essential to living in our diverse, interconnected world. Founded in 1983, PRI produces audio, text, and visual content that is currently consumed by over 18 million people each month.

PRI executes comprehensive efforts in content development, partnership collaboration, distribution initiatives, and audience engagement activities each year. With our roots in public media, PRI is extending its impact through web, mobile, and social media platforms. Our products include national radio programs such as *PRI's The World*®, *Boston Calling*, *The Takeaway*, and *Studio 360*®; PRI.org; podcasts such as *World in Words* and *LBJ's War*; and initiatives such as *Across Women's Lives* (documenting the power of women) and *Global Nation* (our coverage of immigration in the US). Learn more at www.pri.org.

POSITION DESCRIPTION

The Associate Editor, Global Nation will play an important role in determining how Global Nation coverage manifests itself on PRI.org and on broadcast. This individual, in collaboration with the Global Nation team, will report and write digital stories, identify and pitch voices for two-way broadcast interviews, work with the team to enrich stories with perspectives from the humanities, and help manage Global Nation social media accounts and newsletters, including helping to manage the Global Nation Exchange Facebook discussion group. In particular, this position will focus on bringing a humanistic perspective into Global Nation's reporting on immigration. Our stories about past and present immigration have been of great interest to our audience, and the Associate Editor will help us expand the coverage. We expect this person will be a productive content creator, like others on the editorial staff.

To succeed in Global Nation and PRI, the fellow needs to be curious and be open to new ways of conveying information and stories, and should want to both participate in and challenge our editorial processes. S/he should have multicultural competence and consume media from diverse sources.

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

Key duties and responsibilities:

- Regularly report stories related to immigration that connect current events with historical and scholarly perspectives for PRI.org and PRI's The World broadcast;
- Assist with daily production of immigration-related stories for PRI.org and PRI's The World, with a focus on contextualizing the day's events;
- Edit and assign digital stories from freelancers, especially those related to higher education and immigration history;
- Work with reporters and editors on special projects and coverage areas to infuse them with scholarly perspective;
- Help run Global Nation social accounts, including Twitter and Facebook;
- Help produce weekly Global Nation newsletters; and
- By the second year of the fellowship, the fellow should be able to lead or help in the conception of projects for Global Nation to pursue in the future.

QUALIFICATIONS

Required:

- PhD in the humanities or social sciences
- Excellent writer and communicator; can adapt writing styles for different audiences and be concise. Is well-read from diverse sources;
- Demonstrated multicultural competency;
- Familiar with multimedia tools and digitally savvy;
- Demonstrated success building and maintaining effective relationships through a variety of communication strategies and with a variety of stakeholders;
- Self-motivated and self-directed; ability to set and meet aggressive goals and to recognize successes and challenges associated with those goals. Highly organized with the ability to handle multiple projects and work under tight deadlines;
- Ability to express independent judgment to identify opportunities and to determine project guidelines, purpose, follow-through and completion;
- Ability to embrace PRI's strategic direction and goals and to consider company-wide impact when making decisions;
- Some experience with digital publishing, with smaller personal projects or with larger organizations; and
- Able to work within PRI's core values, which you can read about at www.pri.org/work-us.

Preferred:

- Demonstrated familiarity with the American immigrant experience;
- Proficiency in multiple languages;
- Experience with a CMS and web publishing; and/or
- Existing presence on social media and familiarity with using Twitter and Facebook in professional endeavors.

APPLICATIONS

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- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

This position is *only* available through the Mellon/ACLS Public Fellows program.
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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Outreach Program Manager
Organization:	Rockefeller Archive Center
Location:	Sleepy Hollow, NY
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 4, 2018

ORGANIZATION DESCRIPTION

The Rockefeller Archive Center (RAC) is a research center and repository of historical materials about foundations, philanthropy, and the many fields shaped by individual and institutional giving. Its holdings include the records of more than 80 institutions: major foundations, such as the Rockefeller and Ford Foundations and the Commonwealth Fund, smaller family funds, and many nonprofit organizations. The RAC also holds the personal papers of leaders in philanthropy, Nobel Prize laureates, and world-renowned investigators in science and medicine. The Rockefeller Archive Center is an equal opportunity employer. The Center is committed to the support and encouragement of a multicultural environment and seeks candidates who can make positive contributions in a context of ethnic and cultural diversity. Learn more at www.rockarch.org.

The Archive Center's Research and Education division (R&E) was created in 2008 to convey the significance of the collections to broader audiences, to interact more substantively with research communities, and to provide historical context for the collections. The division's work includes organizing conferences and workshops, publishing conference proceedings and reports, administering a competitive research stipend awards program, working with donors to investigate aspects of their histories, giving talks and presentations, and creating websites documenting the work of specific foundations.

POSITION DESCRIPTION

The Outreach Program Manager is a new position reporting directly to the Vice President and Director of Research & Education. Its main purpose is to take our public engagement program to a new level, and to enhance the public profile of the RAC through a range of outreach activities, particularly digital projects. A recent strategic planning process suggests that RAC can serve a wider public and reach broader audiences by expanding its suite of digital exhibits and publications. The manager will be responsible for overseeing the development of an intensified digital outreach initiative, from researching platforms to product design, execution, and initial program evaluation. Specific tasks include the following:

- **Audience Research:** Investigate and profile new constituencies to help us reach beyond our primary existing audience, namely the staff and boards of the foundations and nonprofit organizations whose records we hold;
- **Building Institutional Relationships:** Explore how new digital platforms and other public-facing projects might benefit and more deeply connect us to our nonprofit sector colleagues. The RAC is especially interested in heightening its engagement with policy audiences;
- **Program Design:** In consultation with the historical team, develop a series of digital products to communicate our research and ensure that we put our work into the public sphere most effectively. Investigate the most promising platforms for our work, including websites, podcasts,

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blogs, webinars, social media, and others, and develop a plan with in-house staff and outside contractors (e.g. web developers, graphic designers) to produce new digital products;

- **Program Review:** Examine existing programs with an eye toward maximizing their impact. These include the digital publication of RAC stipend recipients' Research Reports via the Foundation Center's *IssueLab*, the online bibliography maintained by the RAC, an Archival Educators' Roundtable project, and the Rockefeller Foundation digital history site;
- **Informing Staff Decisions:** Explore how comparable institutions produce similarly robust digital programs and make recommendations to the Director of Research and Education about future staffing needs;
- **Program Implementation:** Develop an implementation plan, production calendar, and workflow for these digital programs and exhibits. Ideally, complete proposed program designs within the first six months, initial implementation within the second six-month period, initial evaluation in the first half of the second year, and a longer-term maintenance plan in the final six months of the fellowship term; and
- **Evaluation:** Devise evaluative measures and procedures and revise them as needed, with the aim of installing an evaluative structure that will enable the RAC to monitor public engagement after the end of the fellowship term.

As an institution, the RAC is committed to identifying and encouraging professional development and networking avenues for its staff. The fellow will be introduced to professional development opportunities, leadership at peer institutions, and a broad network of third sector organizations, and will be encouraged to pursue resources that will benefit their dossier and performance. Upon completion of their tenure, the fellow will have an enhanced resume and a dossier of products they have personally designed and implemented, and will be well-positioned to pursue careers in public affairs, program development, digital and public engagement, or foundation relations.

QUALIFICATIONS

Required:

- PhD in the humanities or humanistic social sciences;
- Aptitude for planning, developing, and delivering digital projects;
- Comfort with editing in content management systems such as WordPress or LifeRay, and a willingness to develop skills on other digital tools;
- Demonstrated online publishing and written communication skills;
- Excellent oral presentation skills, with an ability to engage diverse audiences; and
- Interest in making archival research relevant in a variety of settings, such as online platforms, third-sector forums, the policy community, and various public venues.

Preferred:

- Some experience in proposal writing, managing, and reporting on grant-funded activities; and
- Some experience working in a nonprofit setting.

APPLICATIONS

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www.acls.org/programs/publicfellows
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- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Narrative Impact Analyst
Organization:	Race Forward
Location:	Oakland, CA, or New York, NY
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, or September 4, 2018

ORGANIZATION DESCRIPTION

Race Forward’s mission is to build awareness, solutions, and leadership for racial justice by generating transformative ideas, information, and experiences. We define racial justice as the systematic fair treatment of people of all races, resulting in equitable opportunities and outcomes for all, and we work to advance racial justice through media, research, and leadership development. Race Forward publishes the daily news site *Colorlines* and presents *Facing Race*, the country’s largest multiracial conference on racial justice, which will next take place November 8-10, 2018, in Detroit.

In July 2017, *Race Forward* and the *Center for Social Inclusion* (CSI) joined together under the name Race Forward to more powerfully advance racial equity and support communities most impacted. CSI catalyzes community, government, and other institutions to dismantle structural racial inequity and create equitable outcomes for all. CSI’s core program, the *Government Alliance on Race and Equity* (GARE), is a national network of government working to achieve racial equity and advance opportunities for all.

POSITION DESCRIPTION

The Narrative Impact Analyst will provide strategic support to the organization’s efforts to amplify and innovatively measure the impact of the varied racial justice narrative programs of both Race Forward and allied/client organizations. As a member of the organization’s Impact Planning and Evaluation Core Team, the analyst will work under the supervision of the Vice President of Research and alongside staff from Research, Development, and the Narrative and Communications Program (which oversees the daily racial justice news site *Colorlines*). S/he will contribute to and build upon organizational content analysis practice and other impact evaluation methods for narrative change campaigns and journalism. Relevant projects may include our “Drop the I-word (‘illegal’)” Campaign; our Shattered Families report and *Colorlines* coverage on the intersection of immigration and child welfare systems; our Mass Freedom Project bridging the movements combatting systemic discrimination in the criminal justice system and the immigration system; and the work of local government to advance racial equity and create an effective and inclusive democracy.

The fellow can be based in either our Oakland office or our New York City office. Our main office is located in New York, and is where the majority of our Narrative and Communication staff and Development staff are based. The office in Oakland, where we were founded in 1981, houses staff from our Movement and Capacity Building program, GARE, and our Vice President of Research, who supervises our impact evaluation. Staff are experienced in working collaboratively across time zones, and

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work in-person periodically throughout the year as needed. Applicants who advance to the interview stage will be able to discuss their preferred location at that point in the selection process.

In either location, key duties and responsibilities will be to:

- Assess the extent of racial equity/justice framing on specified topics in mainstream media, progressive circles, select industry communications, social media forums, etc.;
- Consult with internal and external stakeholders to determine best practices and to set and measure short and/or long-term narrative impact goals;
- Measure the impact of the organization's strategic narrative campaigns;
- Establish a sustainable method for measuring the organization's narrative impact; and
- Provide regular reports to the Vice President of Narrative and Communications.

QUALIFICATIONS

Required:

- PhD in the humanities or humanistic social sciences;
- Passion and commitment to Race Forward's mission;
- Strong, collaborative work ethic;
- Aptitude for or experience with survey, interview, and focus group design and assessment;
- Strong familiarity with social change practices and landscapes, particularly in racial justice and related fields (e.g., immigration, mass incarceration, employment, LGBTQ rights, etc.);
- Excellent networking skills;
- Accessible presentation skills;
- Problem-solving and analytical writing skills;
- Familiarity with Microsoft Office suite and Google Documents; and
- Ability to travel to Race Forward's other office for several days at a time, up to three times per year, as well as convenings, conferences, etc.

Preferred:

- Some experience with one or more qualitative analysis programs/software, e.g., NVivo, Dedoose, Atlas, etc., or interest in learning how to use them;
- Experience with mainstream media and/or social media content analysis; and
- Delegation or supervision experience.

APPLICATIONS

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Program Manager for Cultural Disaster Analysis
Organization:	Smithsonian Cultural Rescue Initiative
Location:	Washington, DC
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Smithsonian is the world's largest museum, education, and research complex with 19 museums, 21 libraries, the National Zoo, and numerous education and research centers. The Institution is also a global organization, working across art, history, culture, science and education in more than 130 countries—all in the service of the Smithsonian's mission: the increase and diffusion of knowledge. Established in 2012, the Smithsonian Cultural Rescue Initiative (SCRI) represents a national and international effort to ensure that cultural heritage survives natural disasters and human conflicts and remains as a resource for civic and economic well-being. SCRI's mission is to protect cultural heritage threatened or affected by disasters and to help communities in the United States and abroad preserve their identities and history.

SCRI serves as a trusted convener for the many individuals and organizations who participate in cultural heritage rescue through SCRI's functions of **recognition** (raising awareness), **resilience** (training), **response**, and **research**. In the past five years, SCRI has worked with a number of partners to help heritage affected by international disasters in Haiti, Mali, Egypt, Syria, Iraq, Nepal and domestically in Texas, New York, Puerto Rico, South Carolina, and Louisiana, among others. Research is at the heart of SCRI's planning and implementation work. It participates in two university consortia: The Conflict Culture Research Network, led by the University of Pennsylvania, and the Global Consortium for the Preservation of Cultural Heritage, led by Yale University.

Together with FEMA, SCRI co-chairs the National Emergency Heritage Task Force made up of 58 national service organizations and federal agencies created to protect domestic cultural heritage from the effects of natural disasters and other emergencies. Through the Smithsonian, SCRI has the international connections and capabilities to bring together coalitions of the cultural heritage community around large and complex recovery operations, such as the response to the earthquakes in Haiti and Nepal. SCRI also works with these organizations on training courses that prepare cultural stewards and emergency managers to respond to disasters that threaten heritage. Learn more at www.culturalrescue.si.edu.

POSITION DESCRIPTION

The Program Manager for Cultural Disaster Analysis will monitor, organize, coordinate, and evaluate program implementation, operations, and administration to meet the needs of cultural heritage organizations working on response. S/he will have a vital role in providing data in an accessible form to SCRI leadership, collaborators, and other stakeholders, and will participate in the two research consortia to which SCRI belongs and will catalyze research and education programs with them based on SCRI's work.

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

Working with SCRI's extensive response network, the program manager will interact on a daily basis with cultural heritage stewards and emergency managers in the public and private sector. The program manager will develop skills in the area of damage assessment, rapid documentation, emergency evacuation, salvage and rehousing, geospatial information, crowdsourcing as a damage information tool, responder training, crisis communication, team building, and organizational development. This is a new position that reports to the Director of the Smithsonian Cultural Rescue Initiative and Cultural Heritage Preservation Officer, which is housed in the Office of the Secretary, under the auspices of the Smithsonian Ambassador at Large. The position will prepare the fellow for a career in disaster response, public affairs, or international and domestic education and training, among other fields.

Key duties and responsibilities:

- Strategic outreach to cultural heritage, disaster risk management, academic and other types of institutions, to establish partnerships and collaborations that improve disaster planning and response for cultural heritage both domestically and internationally;
- Fostering joint work with consortia partners;
- Development of an annual budget proposal and expenditure plan to include monitoring spending of Federal allocation and other funds (grants/contracts, gifts);
- Initiation, coordination, and management of components of the disaster response outreach program, which includes monitoring disaster situations, outreach to cultural institutions, first responders, civil authorities, and other organizations to collect information and develop tracking and sharing tools thereby improving disaster response and coordination for cultural heritage;
- Contributing to all phases and aspects of the design, development, and dissemination process, from strategic long-term planning to day-to-day operations;
- Creation of products to inform the public and the cultural heritage community of best practices, to include training and conference sessions related to disaster response;
- Serving as a liaison to other related Smithsonian programs and units, including the National Collections Program, the Provenance Research Initiative, The Office of Government Affairs; and the Office of International Relations; and
- Providing technical assistance to staff related to disaster response projects.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Interest in developing supporting analysis in the field of disaster response for cultural heritage;
- Aptitude for analyzing and synthesizing complex information and providing it in different formats;
- Interest in creating experiential training materials;
- Demonstrated ability to work collaboratively and effectively with a wide range of stakeholders and collaborators;
- Excellent organizational skills;
- Demonstrated written communication skills; and
- Ability to produce resource materials in a dynamic environment.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
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- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Climate Policy Associate
Organization:	Stockholm Environment Institute – US Center
Location:	Seattle, WA
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Stockholm Environment Institute (SEI) is a mission-driven, international research organization working to promote local, national, and global sustainable development. Headquartered in Sweden, SEI has a global reach with seven centers spanning four continents.

This position will be in SEI's Seattle office, with a dedicated group of professionals committed to effective climate policy. The Seattle office works closely with governments, foundations, international agencies, and other research organizations to inform policy development at local, national, and international scales. We work collaboratively to research, analyze, evaluate, and design policies using insights from the physical and social sciences, economics, and other disciplines. Learn more at <https://www.sei-international.org/us>.

POSITION DESCRIPTION

Reporting to the lead of SEI Seattle's program, the Climate Policy Associate would contribute to SEI's work on emerging topics in climate policy, which may include, among others, low-carbon cities, carbon pricing strategies, climate finance, and the climate implications of oil and coal extraction.

For example, the SEI-Seattle team's ongoing projects concerning fossil fuels include an international study (with colleagues from Oxford, Stockholm, and Nairobi) on the role of citizen mobilization in shaping environmental policy decisions, a study of limiting oil production in California (with several partners), and organizing a conference in Oxford (UK) on fossil fuels and climate policy (fossilfuelsandclimate.org).

Likewise, our team's work over the next year on low-carbon cities includes completing a major study of greenhouse gas reduction potential across all US cities, as well as a project developing a policy toolkit for cities interested in addressing the carbon "footprint" of their residents. This type of work will likely continue into the years ahead and could also form part of the Climate Policy Associate's work portfolio.

In all cases, opportunities for the fellow will include literature research (e.g., on resident attitudes and behaviors), stakeholder interviews and engagement (e.g., with other NGOs or local government staff), writing of policy briefs, and meeting with decision-makers.

We are particularly interested in candidates who can broaden our existing work by bringing in humanistic perspectives on climate policy.

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

Key duties and responsibilities:

- Gathering information and data, through literature research, internet, and interviews;
- Preparing, applying, and helping conceptualize analytical tools and models, and/or designing and implementing research strategies and methods;
- Drafting reports, articles, and blog posts;
- Providing coordination and project management support;
- Participating in the organizational management of the institute;
- Assisting with the preparation of proposals and fundraising;
- Assisting in external presentations, trainings, and other outreach; and
- Participating actively in our collaborative office culture.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Familiarity with—or strong curiosity about—climate policy, energy systems, and sustainable development;
- Excellent critical thinking skills and reasoning abilities;
- Ability and tendency to question and evaluate methods, findings, and conclusions, including one's own;
- Clarity of written and oral communications and the ability to present research and analysis cogently to a wide range of audiences;
- A sense of collegiality and the ability to work collaboratively with both internal and external colleagues; and
- A passion for interdisciplinary, objective research and analysis.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
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- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Global Science Officer
Organization:	Smithsonian Institution Office of International Relations
Location:	Washington, DC
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

The Smithsonian Institution (SI) is the world's largest museum and research institution—including 19 museums, nine research centers, 20 libraries, and the National Zoo. The Institution is also a global organization, working across art, history, culture, science and education in more than 130 countries—all in the service of the Smithsonian's mission: the increase and diffusion of knowledge. The Smithsonian's Office of International Relations (OIR) serves as the central point for advice, insight, analysis, and coordination of Smithsonian international activities. OIR is the central external representative of international programs for the Institution and leads institutional relationships with US government and international organizations, including the US Department of State, the US Agency for International Development, foreign embassies, and other governmental and private organizations in the United States and abroad. With the mandate to build new opportunities to expand our international programs and reach, OIR works in concert with museums and programs in setting international strategy for the institution, developing and implementing programs, and communicating our impact. Learn more at www.global.si.edu.

POSITION DESCRIPTION

The Global Science Officer will report directly to the Senior Manager, International Science to develop strategic plans and carry out activities related to Smithsonian programs in international biodiversity conservation, landscape management, ecosystem services, climate change research, wildlife health and "one health" programs, as well as other global scientific programs throughout the Smithsonian. The goal of these programs will be to highlight the Smithsonian Institution's thought leadership in these areas while broadening networks and addressing emerging areas of needed scholarship and activities.

The specific focus of the officer's work will depend on his/her areas of interest. Together with the broader team at the Office of International Relations, and based on his/her background, the officer will consult with Smithsonian scientists, managers, and other experts around an area of strategic focus for Smithsonian's international scientific programs, formulate a strategy on how to broaden and strengthen the Smithsonian's programs and approach in this area, look at questions of resourcing and partnerships, and have the opportunity to carry out plans and related activities. The officer will be responsible for taking emerging scientific programs, ideas, research and debates and creatively identifying actionable means to bring them to key audiences in ways that provoke conversation and lead to positive action for the environment, biodiversity, and human livelihoods. The officer will collaborate closely with OIR leadership and leaders from SI science units—including the Smithsonian Conservation Biology Institute, the National Zoo, the Smithsonian Environmental Research Center, the Smithsonian Tropical Biology Institute, and the National Museum of Natural History.

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This fellow will have the opportunity to engage in a wide range of scientific issues. Current high priority areas of focus across the Smithsonian that are ripe for additional exploration include, as examples, Arctic studies and conservation, sustainable agricultural production and food security, climate change adaptation and resilience, global health, ecosystem services, science education and capacity building, and community livelihoods and opportunities from effective conservation.

Key duties and responsibilities:

- Interviewing Smithsonian scientists about their current work and plans for future expansion;
- Conducting desk research to quickly gain a nuanced understanding of various scientific disciplines, trends and opportunities for partnership;
- Nurturing partnerships with leading organizations to develop effective collaborations;
- Writing of single- and co-authored thought leadership white papers, articles for the general public, blogs which address areas of focus;
- Identifying and coordinating speaking opportunities for OIR and/or SI scientific experts;
- Convening symposia and conferences around strategic areas of focus and, as necessary, writing proposals to secure funding for such activities;
- Developing plans for expanded and longer-term fellowship programs that support international strategies of the Institution; and
- Pending availability of funding, traveling internationally to work with and experience our international programs in order to more effectively write about them, or traveling to attend international symposia and convenings.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- A record of academic excellence and unstoppable intellectual curiosity;
- Ability to be a strong team player, to contribute to positive working environments, to work independently and in groups;
- High level of skill in written and oral communications;
- Facility in communicating complex scholarly arguments and information;
- Tact and diplomacy in working with senior officials from diverse backgrounds; and
- Flexibility and humility when learning new skills and information.

Preferred

- Experience living, studying, or working abroad and fluency in at least one foreign language, written and spoken;
- Prior experience in proposal development;
- Prior experience in grants management, fundraising, donor cultivation or development; and
- Prior experience working with, or exposure to, programs in scientific disciplines.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Program Officer, Media & Democracy Project
Organization:	Social Science Research Council
Location:	Brooklyn, NY
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 4, 2018

ORGANIZATION DESCRIPTION

Founded in 1923, the Social Science Research Council (SSRC) is an independent, international, nonprofit organization devoted to the advancement of interdisciplinary research in the humanities and social sciences through a wide variety of workshops and conferences, fellowships and grants, summer training institutes, scholarly exchanges, research, and publications. Learn more at www.ssrc.org.

POSITION DESCRIPTION

The SSRC invites applications for the position of Program Officer in the Media & Democracy Project, which is a collaborative effort shared by the Council's Anxieties of Democracy and Digital Culture programs. This position will report to the Director of the Digital Culture program and will work with a team of professionals at the SSRC office in Brooklyn, New York.

With support from the Knight Foundation, the Media & Democracy project focuses on the relationship between a changing media on the one hand, and democratic practices and institutions on the other. The project explores the trajectories of technological, social, and economic change in the media and how these changes contribute to, and potentially can rectify, current democratic anxieties. Through a range of projects, the Program Officer will help foster engagement and cooperation among humanities scholars, social scientists, journalists, and others working on the relationship between media and democracy. The successful candidate will bridge the work between practitioners and scholars, facilitate new and innovative scholarship in this critical area of study, and work to elevate the quality of both academic and public discussion surrounding it. Examples of themes and research areas include, but are not limited to:

- The changing political economy of media and communication;
- The effect of social media algorithms on civic engagement and news consumption;
- How social media is used for persuasion and propaganda;
- How technological, legal, and economic changes influence media innovation; and
- The political impact of media's effect on privacy, the use of micro-targeting, and the creation of information bubbles.

Key duties and responsibilities:

- Researching topics related to Media & Democracy, resulting in internal and external reports and media projects, and public-facing projects and workshops;
- Overseeing plans for upcoming events, including conferences, workshops, and other meetings;
- Facilitating communication and collaboration among a wide and interdisciplinary group of researchers, journalists, technologists, and other members of the program's network;

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- Developing and/or aggregating training documentation demonstrating approaches and methods (including digital methods) useful for journalists and scholars studying media and democracy;
- Contributing to and providing editorial support for SSRC publications *Parameters* and *The Democracy Papers*;
- Tracking program budget, and writing annual reports and proposals to funders. Will also be responsible for program budget administration, expenses, and reporting on financial health of the program; and
- Representing SSRC at various outreach events, including conferences.

This is a new position, created to advance the aims of the Media & Democracy project. The position offers rich experience in both advanced scholarly research and non-profit administration. The successful candidate will work closely with a national network of preeminent scholars, journalists, and practitioners. In-depth experience with project and grant administration, event coordination, and policy-driven and public-facing research will situate the Program Officer for future opportunities in higher education, non-profit, and government contexts.

QUALIFICATIONS

Required

- PhD in the humanities or social sciences;
- Interest in the relationship of media and democratic institutions; the governance of media and its changing business models; and the ways in which citizens engage media in relation to their political participation and social interaction;
- Demonstrated project management experience, with ability to work collaboratively, as well as to independently manage multiple priorities and projects;
- Demonstrated excellent written and oral communication skills, including the ability to communicate effectively to a variety of audiences; and
- Excellent organizational skills, with strong attention to detail.

Preferred

- Familiarity with the use of and technical approaches to studying social media platforms (Facebook, Twitter, reddit, among others) or experience with data science or algorithmic analysis;
- Training with programming languages (e.g. Python) or statistical packages (e.g. R), and/or willingness to learn in order to support programmatic goals;
- Grant proposal writing experience; and
- Editorial experience and familiarity with web-publishing platforms (e.g. Wordpress).

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Policy Analyst
Organization:	United Neighborhood Houses
Location:	New York, NY
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 4, 2018

ORGANIZATION DESCRIPTION

United Neighborhood Houses of New York (UNH), founded in 1919, is the membership organization of New York City's settlement houses. UNH's mission is to promote and strengthen the network's neighborhood-based, multi-service approach to improving the lives of low- and moderate-income New Yorkers and the communities in which they live. The goal of our work with member settlement houses is to strengthen and sustain their contribution to the economic vitality, health, and cultures of their communities and New York City as a whole. Today, this network includes 38 settlement houses, which collectively serve 750,000 people across all ages annually, in more than 660 locations throughout New York City's five boroughs. UNH organizes its work in four priority areas: elevating the experiences of settlement houses and their communities to drive reform; shoring up general nonprofit infrastructure; sustaining and expanding core settlement house services; and curating and supporting innovative practices. Learn more at www.unhny.org.

POSITION DESCRIPTION

For three years, UNH has been working to assist its settlement house members to navigate New York State's redesign of its Medicaid program and related policy shifts. UNH now seeks a Policy Analyst to build upon these efforts and expand its work to partner with its member organizations as they seek to integrate health and social services to address the social determinants of health. The fellow will play a leading role in assessing and demonstrating the collective impact of settlement houses, particularly related to social determinants of health. The position is part of UNH's Policy and Advocacy Department and reports to the Senior Policy Analyst for Aging and Health.

UNH seeks candidates who are interested and eager to gain experience in nonprofit management, policy, and public health. A key focus of the role will be to assist and support settlement houses as they measure, analyze, and track their programmatic outcomes, building on work UNH has already begun which focuses on Medicaid-billable behavioral health programming. UNH anticipates that the likely areas of focus will include behavioral health and expand first to early childhood education and older adult services, and then beyond based on the fellow's interest and the interests of member settlement houses. Concurrently, the Policy Analyst will focus on researching best practices that address the social determinants of health, promoting the work of the settlement houses to policy makers and healthcare payers, and exploring organizational partnerships and alliances across the settlement house network to maximize their potential to work with healthcare institutions.

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Key duties and responsibilities:

- Partner with and provide support to settlement houses, in a peer group and with individual organizations, to help staff understand and improve upon their data management practices, particularly as it relates to data related to social determinants of health, so that they can understand, articulate, and demonstrate the value of their programming;
- Research, write, and publish briefs on best practices for addressing the social determinants of health in two key areas of settlement house work—early childhood education and older adult services—and disseminate to the UNH network and external partners;
- Track, analyze, and share relevant policy and practice updates and research findings around health that pertain to settlement houses;
- Staff one or more peer group(s) of settlement house staff to share best practices and explore collaboration around managed care and value based payment reimbursement models, and demonstrating the settlement house role in impacting social determinants of health;
- Lead advocacy efforts to influence policy decisions when necessary;
- Assist settlement houses in their marketing efforts to managed care plans and health entities; and
- When necessary, manage outside consultants to assist settlement houses in specific areas of work, such as compliance.

This position will offer a unique opportunity to liaise with social service organizations, health care partners, government, and policy organizations. It will prepare the Policy Analyst for a variety of public sector leadership positions at a non-profit, in healthcare, or in government, including:

- Nonprofit roles focusing on advocacy, policy analysis, research, and strategic partnerships;
- Roles with healthcare organizations to focus on healthcare and social service integration, including managed care plans and hospitals; and
- Roles with government, including health policy and innovation.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Ability to manage multiple, complex projects concurrently;
- Familiarity with and/or interest in collecting and analyzing both quantitative and qualitative data;
- Strong research and skills, including analysis, synthesis, and impact measurement;
- Strong interpersonal skills and an ability to collaborate with others and develop and maintain working relationships; and
- Strategic planning skills, including the ability to develop a long-term plan and achieve goals under that plan.

Preferred

- Familiarity with or interest in learning about healthcare policy and public health research; and
- Familiarity with settlement houses and/or community-based organizations.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
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