

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Community Engagement & Audience Development Manager
Organization:	Alliance Theatre
Location:	Atlanta, GA
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

Celebrating its 50th anniversary season, the Alliance Theatre is the leading producing theater in the Southeast, reaching more than 165,000 patrons annually. Under the leadership of Susan V. Booth, Jennings Hertz Artistic Director, the Alliance received the Regional Theatre Tony Award® for sustained excellence in programming, education, and community engagement. Known for its high artistic standards and national role in creating significant theatrical works, the Alliance has premiered more than 110 productions, including nine that transferred to Broadway. The Alliance education department reaches 90,000 students annually through performances, classes, camps, and in-school initiatives designed to support teachers and enhance student learning. The Alliance Theatre values community, curiosity, collaboration, and excellence, and is dedicated to representing Atlanta's diverse community with the stories we tell, the artists, staff, and leadership we employ, and audiences we serve. Learn more at www.alliancetheatre.org.

POSITION DESCRIPTION

The Community Engagement & Audience Development Manager is responsible for refining the Alliance Theatre's audience development strategy, overseeing its successful implementation, and leading our efforts to assess the reach and impact of our work. The primary focus of this position will be to grow the Alliance's audience and more deeply engage its community. To do this, the manager will identify areas of opportunity by analyzing both quantitative and qualitative data, develop strategies for improvement, 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 Alliance executive and board leadership. A secondary focus will be developing an approach to 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 organizations use as proxies for impact.

The Community Engagement & Audience Development Manager will be part of the Artistic and Marketing teams, and will report jointly to the Director of Marketing and the Producer. The manager also will have the opportunity to share findings and collaborate with leaders at the other organizations that comprise the theater's parent organization, the Woodruff Arts Center.

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

Audience Development:

- Lead the creation of new audience development strategies and generate creative, strategically-aligned programming to cultivate new audiences and enhance their experiences;
- Work cross-functionally with the marketing, public relations, artistic, development, and education groups to determine how all audience development events or initiatives might intersect and benefit their work;
- Develop strategies for improvement that reflect both industry best practices and a deep understanding of Alliance Theatre audiences and their motivations gained through a combination of qualitative research, quantitative research, and personal interaction; and
- Work in close coordination with members of the Alliance staff to develop and implement actionable strategies to grow our audience and deepen our community impact.

Community Engagement:

- Identify communities to partner with that represent the diversity of Atlanta;
- Make connections and build relationships with community partner organizations and individuals;
- Propose programming ideas to deepen relationships over time.

Impact Analysis:

- Develop a systematic approach to assessing the impact of the Alliance'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 Alliance Theatre executive and board leadership.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Commitment to civic engagement through the arts;
- Understanding of and respect for the Alliance Theatre's commitment to equity, diversity, and inclusion;
- Appreciation for and fluency in talking about theater and artistic work;
- 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
- Cross-cultural competency.

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 13, 2019, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Senior Research Analyst
Organization:	American Public Media
Location:	St. Paul, MN
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

American Public Media (APM) is the largest station-based public radio organization in the US, combining multi-regional station operations, national content creation and distribution in one organization. With a portfolio that includes Live from Here with Chris Thile, BBC World Service, Marketplace®, and the leading classical music programming in the nation, APM is one of the largest producers of public radio programming in the world. One thousand stations carry American Public Media's 20-plus national programs. Its multiregional station operations include 49 public radio stations and 42 translators in the Upper Midwest and California.

APM Research Lab is a division of American Public Media, established in 2017 to inform the public by producing credible research- and analysis-based content. The Research Lab's mission is to foster an engaged democracy by inspiring curiosity, inquiry and discussion through fact-driven, credible research and analysis. The Research Lab's key values are being independent, useful, informative, and non-partisan. To date the APM Research Lab has conducted several surveys, demographic analyses, and summaries of key research literature. The APM Research Lab conducts contractual research and maintains an agenda of its own. Communications vehicles include traditional reports as well as a website and blog, newsletter, social media, and presentations. Learn more at www.americanpublicmedia.org and www.apmresearchlab.org.

POSITION DESCRIPTION

The Senior Research Analyst will join a small team of experienced researchers and will contribute to the Lab's research agenda and publication calendar. The analyst will contribute to several projects, some of which will run concurrently. The Research Lab's agenda is flexible and responsive to current events. Recent projects include: a demographic analysis of congressional elections, a look at changes in the housing market in larger US cities, an exploratory study about how people think about water, and national surveys about Americans' attitudes toward four-year degrees and labor unions. In addition, we are interested in leveraging the particular areas of expertise and interests of the Senior Research Analyst.

The analyst will gain valuable experience with public media, writing for nontechnical/nonacademic audiences, collaborating on the production of digital content—possibly including blog posts and social media content—as well as strengthening their skills in public engagement and marketing. The Senior Research Analyst is likely to interface with several other parts of American Public Media, including marketing; newsrooms (Minnesota Public Radio and/or Marketplace and/or Southern California Public

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Radio); APM's content initiatives on water, mental health, and early childhood development; and fundraising and development. In addition, the analyst will be encouraged to participate in both internal and external professional development, and will have access to cross-departmental employee resource groups (People of Color, Millennial, Equalizers, Women's ERG).

Key duties and responsibilities:

- Write reports and other research-based content, both independently and as a part of a team;
- Identify, plan, and conduct research projects in collaboration with colleagues; and
- Contribute digital content, including blog posts and social media content.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Proven ability to synthesize complex information into coherent and compelling narratives for nontechnical/nonacademic audiences;
- Desire to perform all aspects of research and analysis in a manner that strives toward objectively identified results;
- Ability to work collaboratively and effectively with colleagues;
- Ability to give and receive feedback and constructive criticism;
- Strong analytical skills and attention to detail;
- Project management skills, including development of and adherence to timelines;
- Interest in quantitative and qualitative research methods, including data analysis (experience not required, training will be available);
- Willingness and ability to learn new applications, including data analysis software, as required; and
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint).

Preferred

- Familiarity with producing content on multiple platforms, including social media;
- Ability to give in-person presentations on complex topics to nontechnical audiences;
- Experience with spreadsheets; and
- Prior experience with large data sets, working with the media, and/or contributing to forums and events.

APPLICATIONS

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PUBLIC FELLOWS PROGRAM 

Job Title:	Policy & Budget Analyst
Organization:	Citizens' Committee for Children of New York
Location:	New York, NY
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 3, 2019

ORGANIZATION DESCRIPTION

Citizens' Committee for Children of New York (CCC) is a nonprofit and nonpartisan child advocacy organization whose mission is to ensure that every New York child is healthy, housed, educated, and safe. What makes CCC's approach to child advocacy unique is its data and research combined with the best features of public policy advocacy and a tradition of activism that dates back to its founding more than seven decades ago by Eleanor Roosevelt and other concerned citizens.

CCC is a recognized expert in advocating for child and family policies related to child welfare and juvenile justice; health and mental health; housing and homelessness; early childhood education, education, and after-school programs; as well as financial stability and healthy, affordable food. Our advocacy campaigns are designed to advance specific budget, legislative, and policy proposals that improve the well-being of New York City's children and their families. Learn more at www.cccnewyork.org.

POSITION DESCRIPTION

A key part of CCC's advocacy work involves budgetary analysis, which our policy staff releases through summaries of preliminary, executive, and adopted budgets, as these relate to child well-being issues and our advocacy priorities. This work is significant given both the size of the budgets involved—\$88 billion in New York City and \$103 billion in New York State—and the complexities of many agencies, at both city and state levels, that strive to improve child and family well-being.

The Policy & Budget Analyst will expand upon this budgetary analysis by developing a variety of analytical and visualization tools that will help illustrate spending as it relates to the city's children and families as well as our advocacy priorities. The analyst's primary goal will be to educate, engage, and mobilize New Yorkers, and build a groundswell of public support for budgetary allocations that prioritize child and family well-being.

Key duties and responsibilities:

- Analyze city and state budgets (under guidance of CCC policy staff), as well as budgets of city and state agencies and departments, as they relate to child and family well-being spending;
- Produce reports, infographics, and presentations that provide insights into child and family spending by the city and state and, with the support and oversight of CCC's policy team, offer recommendations that will improve child and family well-being;

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- Collaborate with communications, data, and policy staff to further develop the **Keeping Track Online** mini-site—the largest database of its kind in the United States, providing a single aggregate source of government data on New York City’s 1.8 million children and their families, plus the ability to map services, supports, and infrastructure in communities—or a similar mini-site, based on budget insight and analysis;
- Create other online materials that map and illustrate budgetary allocations, as they relate to child and family well-being spending at the New York City and New York State levels; and
- Design and execute a dissemination strategy that promotes these resources to the media, direct service organizations, elected and appointed officials, the broader advocacy community, and New Yorkers at large.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Demonstrated ability to work collaboratively and effectively with a wide range of stakeholders;
- Passion for, and preferably experience with, synthesizing complex information into clear, creative messaging for a wide range of audiences;
- Ability to multitask and contribute to time-sensitive tasks while not losing sight of larger projects;
- Excellent organizational and project management skills; and
- Excellent analytical and written/oral communication skills.

APPLICATIONS

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PUBLIC FELLOWS PROGRAM 

Job Title:	Communications Project Manager
Organization:	Center for Court Innovation
Location:	New York, NY
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

The Center for Court Innovation (Center) is a unique nonprofit organization that seeks to create a more effective and humane justice system by designing, implementing, and operating programs to test new ideas and solve problems; performing original research to determine what works (and what doesn't); and providing expert assistance to justice reformers around the world. The Center works with more than 76,000 individuals every year and has more than two decades' experience developing and implementing strategies that change the way the justice system works and its impact on justice-involved individuals. Learn more at: www.courtinnovation.org.

POSITION DESCRIPTION

Reporting to the Director of Communications, the Communications Project Manager will help the Center improve the effectiveness of its public outreach by coordinating numerous products—including reports, podcasts, videos, and information graphics— around key themes and messages. The project manager will create and plan the release of new policy papers, videos, etc., by thinking through the ideal presentation on the Center's website, on social media, and through targeting key audiences by email or other means. The project manager also will conceive and plan events—such as panel discussions, workshops and webinars—to promote the Center's work and educate the public on the urgent need for justice reform.

As part of these activities, the project manager will have an opportunity to collaborate with various departments, including Development, Policy and Research, and many in-the-field operating programs. The project manager will also have a chance to assume a leadership role over a broad array of projects based on his or her areas of interest, such as: researching and writing reports about pressing topics related to justice reform (e.g. improving access to justice, reducing the reliance on fines and fees, efforts to reform or eliminate bail); producing information graphics about the findings of the Research Department; writing articles and op-eds; grant-writing; video editing; and engaging with our social media platforms.

Over the course of the fellowship, the project manager also will have the opportunity to gain knowledge in a number of areas, including digital media; nonprofit messaging, operations, and fundraising; government policy and operations; project planning and implementation; and key trends in justice reform. The Center ultimately seeks a colleague who can help us advance our mission of reducing crime and violence, strengthening neighborhoods, and promoting effective solutions to community problems.

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Key duties and responsibilities:

- Help the Center coordinate messaging and public education around key themes and topics, such as those highlighted in our [Areas of Focus](#).
- Conduct qualitative research on justice reform and related issues, such as human trafficking, gender-based violence and racial disparities in the justice sector;
- Translate the Center's research into public-facing user-friendly products, including reports, fact sheets, infographics, social media posts, op-eds, etc.;
- In collaboration with various departments, plan and launch the online presentation of policy papers, videos, and other materials;
- Create social media and email campaigns that advance justice reform;
- Conduct pre- and post-production research for our award-winning podcast series, *New Thinking*;
- Assist and advise our individual [programs](#) to help them enhance their community-based communication capacities;
- Conceive and coordinate panel discussions, workshops, and webinars aimed at promoting justice reform and educating the public on the Center's work.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent communication skills, particularly the ability to research and write about complicated policy issues in a way that is both engaging and accessible to a nonprofessional reader;
- Ability to be flexible, hard-working, and reliable, and to generally work well with a small team;
- Ability to communicate and collaborate across various disciplines and departments;
- Experience editing and proofreading various modes of written material;
- Strong familiarity with social media (such as Twitter and Facebook);
- Organization, focus, and ability to think and triage assignments quickly; and
- An understanding of criminal justice reform, or an eagerness to learn more about the subject.

APPLICATIONS

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PUBLIC FELLOWS PROGRAM 

Job Title:	Program Manager, Neighborhood Partnerships
Organization:	Chicago Humanities Festival
Location:	Chicago, IL
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

The Chicago Humanities Festival (CHF) was created to promote, support, and expand the public humanities, understanding them to be an important tool for cultivating civic conversations in Chicago and beyond. Over the course of nearly 30 years, CHF has hosted more than 3,000 programs, performances, and exhibitions; developed strong connections with Chicago’s educational and cultural communities; and grown from the first festival of its kind in the country to a model and inspiration for others. CHF is dedicated to presenting diverse ideas through live events, inspiring personal and collective action in Chicago and beyond. Our carefully curated festivals and year-round programming provide opportunities for individuals to engage with others and reflect on their own ideas, assumptions, and beliefs within the context of civic life. CHF programming is theme driven: throughout our history we’ve tackled big questions at the heart of civic dialogue—Citizens, Belief, America—and considered some of the big ideas that make us all human. Today, our themes run over the course of an entire calendar year, and govern 100+ programs annually that allow audiences a deeper engagement with critical issues of the day, and the opportunity to explore, debate, reflect on, and share critical ideas with their fellow citizens. The presenters helping us explore these themes have included over a dozen Nobel Laureates; 75+ Pulitzer Prize-winners; 50+ MacArthur Fellows; and 40+ Oscar, Tony, and Grammy Award-winners; in other words, artists, and thinkers at the forefront of their fields providing new insights into our human condition. Learn more at www.chicagohumanities.org.

POSITION DESCRIPTION

The Chicago Humanities Festival explores themes that address civic and social issues of urgent and broad concern. Our neighborhood-based partnerships (with cultural and civic organizations, such as schools, community centers, galleries, and performance venues), as well as a growing and more nuanced commitment to convening communities around issues relevant to their specific locales, have been vital to this. We now seek to develop a comprehensive neighborhood-based programming strategy, including for our hubs in Pilsen, Bronzeville and South Shore.

The Program Manager will elevate and deepen CHF’s existing neighborhood-driven strategy by researching the necessary intellectual, collaborative, and financial infrastructure to support these efforts. During the first year of the fellowship, the Program Manager will conduct extensive research into the best models for programming created in dialogue with different communities and, with the input of the Programming team, create a comprehensive plan for audience outreach and partnership development. Where possible, the Program Manager will lead the piloting and testing of discrete strategies from the

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comprehensive plan in the first year. In addition, the Program Manager will learn about the Festival's curatorial approach and contribute to programming, including helping to support some of the Festival's existing neighborhood-based partnerships and expanding such partnerships where appropriate. In the second year, the Program Manager will refine and expand on these initial pilots and, in collaboration with CHF's marketing and development teams, articulate an evaluative framework for the Festival's overall neighborhood-based program and partnerships, and identify the best sources of support to sustain such programming over time.

The Program Manager will report to the Artistic Director. As a member of the six-person programming team, within CHF's highly collaborative work environment, the manager will attend and contribute to all programming meetings, and will work collaboratively across CHF's marketing, development, production and audience services teams.

Key duties and responsibilities:

- In conversation with CHF's Artistic Director and programming team, research and develop a comprehensive neighborhood-based programming strategy;
- Analyze and assess CHF's neighborhood-based programming efforts for impact on existing and new audiences;
- Explore best practices within and beyond Chicago;
- Develop and implement pilot programs;
- Craft a communications and audience outreach strategy;
- Work to develop a strategic partnership plan to support neighborhood-based and other CHF programming; and
- Research and identify sources of support for neighborhood-based initiatives.

QUALIFICATIONS

Required:

- PhD in the humanities or humanistic social sciences;
- Strong interest in interdisciplinary work;
- History of and interest in civic engagement;
- Ability to express rigorous academic scholarship and complex ideas in accessible, jargon-free ways for broad public audiences;
- Strong desire to curate and produce public programming;
- Commitment to the humanities as a social practice;
- Enthusiasm for learning new skills and technologies;
- Strong written and verbal communication skills;
- Ability to work both independently and as part of a highly collaborative team; and
- Excellent organizational and process management skills.

Preferred:

- Grant writing experience.

APPLICATIONS

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Policy Advisor
Organization:	Community Change
Location:	Washington, DC
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 3, 2019

ORGANIZATION DESCRIPTION

Community Change is both our name and a statement of our purpose. We are a national organization working to end poverty, and since 1968, we have built the power of directly affected people to lead that work. Committed to the leadership of communities of color, Community Change partners with grassroots organizations to fuel a movement capable of achieving a shared vision of a country where all people and communities thrive. We work alongside our partners to advance policy and programmatic initiatives at the local and state levels and to build coalitions of groups from around the country to have a meaningful voice in national policy. We focus on issues like jobs and housing, early childhood care and education, income supports, and immigration reform. We have won billions of dollars for investments in communities of color and driven expansions in social programs that improve the lives of families struggling to make ends meet.

Community Change is embarking on a 15-year plan, our **Path to Power**, to enact bold, structural reform at the federal level that advances economic justice, racial justice, and immigrant rights. Our strategy includes four interconnected threads: strengthening Black and immigrant leadership and power; reimagining the practice of community organizing; developing and deepening political power in communities of color; and putting forward an agenda for structural change. Learn more at www.communitychange.org.

POSITION DESCRIPTION

The Policy Advisor will research, develop, and advance policy and legislative proposals as part of the Community Change Policy Team's work on priority issue areas. These include poverty reduction, immigration reform, economic and racial justice, and early learning and care. The analyst will work in close coordination with Community Change's communications and organizing staff and will also collaborate with other DC-based national organizations that are working on similar issues.

The Advisor will also work with other Community Change staff and our grassroots partners to explore and develop new and visionary ideas within the priority areas. In addition, the Advisor will help to disseminate and amplify bold policy solutions, and will play a key role in advancing the organizational priorities of Community Change.

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Key duties and responsibilities:

- Conduct research and analysis that supports the development of new visionary ideas in Community Change's priority issue areas, such as synthesizing the literature on these issues to help shape our policy agenda, and writing reports, issue briefs, and position papers;
- Conduct policy and legislative research in support of Community Change and partner initiatives to impact national, state, and local policies;
- Track national, state, and local policy, as well as legislative activities, relevant to Community Change priorities, such as developments around income support for families, policies that promote racial equity in child care and early learning, or policies aimed at ending mass incarceration;
- Develop policy trainings for grassroots leaders and organizers on policy issues related to economic justice, such as proposals to address unemployment in high-poverty communities;
- Conduct case studies and research best practices and policy solutions to create pathways to high quality jobs in different sectors, such as clean energy;
- Research and help to develop innovative policy solutions at the state and local level in priority issues areas, such as child care and early learning;
- Help develop and disseminate relevant information to national and local partners, policy makers, the media, and communities; and
- Organize convenings of grassroots partners, scholars, and other thought leaders to develop new and visionary ideas on priority issues.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Commitment to Community Change's mission of helping low-income people develop the power and capacity to improve their communities and bring about broader social change;
- Interest in policy research and curiosity to pursue innovative directions;
- Excellent research, writing, and oral communication skills;
- Ability to work under deadlines and produce consistent, quality work in a fast-paced environment and as part of a diverse team; and
- Strong organization skills and attention to details.

APPLICATIONS

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PUBLIC FELLOWS PROGRAM 

Job Title:	Research Manager
Organization:	Committee to Protect Journalists
Location:	New York, NY
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

Founded in 1981, the Committee to Protect Journalists (CPJ) is an independent nonprofit organization defending journalists worldwide without regard to their political ideology. Through its work to safeguard journalists, CPJ protects the rights of all people to have access to diverse and independent sources of information. We use reporting and media attention, advocacy with governments and international institutions, legal interventions, and direct financial assistance to take action wherever journalists are attacked, imprisoned, killed, kidnapped, threatened, censored, or harassed. Learn more at www.cpj.org.

POSITION DESCRIPTION

The Research Manager will guide CPJ's research and ongoing education on emerging press freedom threats. Working closely with CPJ's Program Director at the nexus of CPJ's six regional programs, which cover Africa, North America, South and Central America, Asia, Europe and Central Asia, and the Middle East and North Africa, the Research Manager will support our reporting and research on emerging global threats to press freedom that cross regions. The manager will also help strengthen the research program's connections with partner organizations and academic institutions actively investigating these issues.

Approximately one half of the Research Manager's time will be spent designing a research and reporting project around one emerging press freedom issue. The particular area could support one of CPJ's 2019-2021 strategic priorities: reducing the chilling effect of online harassment, combating "fake news" laws worldwide, election monitoring, and reporting on technology and press freedom.

In addition to developing a core research project, the Research Manager will work closely with CPJ's six regional programs, each of which is staffed by a program coordinator, researcher, and network of international correspondents and representatives. The manager will help these regional programs identify areas of potential cross-regional collaboration on emerging global threats and will work to expand CPJ's connection with experts, scholars, nonprofits, and academic institutions working on these issues.

Key duties and responsibilities:

- Design and lead a research and reporting project around an emerging press freedom issue, in collaboration with relevant CPJ research or regional teams. This will lead to the production of a concept paper with the possibility for a series of articles published externally and on CPJ's website;

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- Monitor and track events, policies, and laws related to a key strategic priority, such as press freedom violations during elections, “fake news” laws, online harassment, or a topic on the intersection of press freedom and technology;
- Work with the Program Director to create a workflow and research support for ongoing cross-regional issues, including China’s global role in propaganda and censorship and the export of spyware technologies;
- Work with correspondents around the world to identify on the ground data points and funnel them into our central research arm in New York, and support the Research Director and Technology Editor in developing a workflow and research pipeline to break out trends and priorities in cross-regional work;
- Assist in cultivating partnerships with digital rights groups, and facilitate communication across regional programs around the intersection of technology and press freedom;
- Write memos and background briefs based on these findings; and
- Support CPJ institutional growth and development by fostering conversations between academics and CPJ researchers, which can include organizing brown bag lunches and seminars and curating topical readings for staff.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Strong commitment to human rights issues;
- Excellent research, writing, and analytic skills;
- Ability to juggle multiple tasks and meet strict deadlines; and
- Demonstrated skills in leadership and collaboration across an organization.

Preferred

- Foreign language skills; and
- Familiarity with emerging global threats to press freedom.

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Job Title:	Editor
Organization:	Data & Society Research Institute
Location:	New York, NY
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

Data & Society advances public understanding of the social and cultural implications of data-centric technologies and automation. We conduct interdisciplinary research and build a field of actors to ensure that knowledge guides development and governance of technology. We want to be a resource, a catalyst, and a convener as new sectors recognize the complexity of the issues and the need for tradeoffs when they increase their reliance on data as a tool for management and decision-making. This field comprises researchers; journalists; policy-makers; technologists; industry leaders; and workers, funders, advocates, and civil society actors.

We are committed to helping the field engage substantively, and with an evidence base, in debates over implications arising from the increasing reliance on data at scale to automated decision-making across a range of sectors. At stake in these debates are the trade-offs and cascading implications of sociotechnical decisions and systems. In order to articulate and understand these, we have built a topically broad internal research team; a deep intellectual community that offers spaces and formats for interaction across sectors, as well as a training ground for these debates; and a vigorous communications team that supports our network in moving research from academic product to public resource. Learn more at www.datasociety.net.

POSITION DESCRIPTION

Data & Society is seeking an Editor to work with our Research and Communications teams to develop a range of editorial outputs based on original research and aimed at nonspecialist audiences. This role will directly support the organization's mission of advancing public understanding of the social and cultural implications of data-centric and automated technologies. The Editor will provide primary editorial support for a subset of our broad topical research areas—among them media manipulation & disinformation, the future of work, intelligence & autonomy, fairness in precision medicine—to ensure that those teams' research balances academic rigor with legibility and accessibility.

The Editor will directly support researchers by providing substantive developmental feedback on early drafts, as well as style and copyediting on more polished drafts. The Editor will coordinate their teams' peer review process—in which researchers solicit feedback from external experts in their field. Finally, the Editor will maintain and develop internal materials on the publication process: style guides, pipeline schedules, a researcher handbook.

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

- Position Data & Society's research to achieve greater impact in multiple sectors: government, industry, civil society, and media;
- Oversee one or more Data & Society initiative outputs, such as the Media Manipulation Initiative's portfolio of five to eight original research publications per calendar year;
- Ensure Data & Society's research outputs are written in a legible and accessible way, with a specific audience in mind;
- Work with leadership in the Communications and Research teams to define and scope editorial categories and guidelines (e.g., white papers, academic articles, blog posts, policy briefs, long-form and short-form popular articles, etc.);
- Ensure rigorous editorial review of our research through a variety of mechanisms, from one-to-one consultation and direct editorial feedback to facilitating regular and ad-hoc peer review processes; and
- Maintain editorial handbook for all Data & Society authors and contributors, formalizing expectations and processes.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Excellent, flexible writing and editorial abilities;
- Excellent research and critical analysis skills;
- Familiarity with the norms and culture of academic research, including peer review, research ethics, and research methodologies, especially as they relate to the humanistic social sciences;
- Experience or interest in translating academic publications for specialist audiences;
- Demonstrated ability to work comfortably and respectfully across teams;
- Comfort with light project management and interdepartmental communication; and
- Attention to detail and deadlines.

Preferred

- Familiarity with the tech sector.

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 13, 2019, 9 p.m. Eastern Daylight Time

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Program Officer
Organization:	The German Marshall Fund of the United States
Location:	Washington, DC
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

The German Marshall Fund of the United States (GMF) is a nonpartisan, nonprofit American public policy and grantmaking institution that strengthens transatlantic cooperation. GMF contributes research, convenes leaders, conducts leadership development, and supports civil society in the Balkans and Black Sea regions. Founded in 1972 through a gift from Germany to commemorate the Marshall Plan, GMF maintains a strong presence on both sides of the Atlantic.

GMF offers a portfolio of initiatives for established, midcareer, and next generation leaders who are committed to strengthening transatlantic relations to make a free, prosperous, and peaceful world possible. Activities include leadership development fellowship programs and extensive life-long enrichment programs for alumni. Learn more at www.gmfus.org.

POSITION DESCRIPTION

The Program Officer will be responsible for designing curricula for leadership development content, writing concept notes on leadership development initiatives, and monitoring the further development of measurement and evaluation within the execution of GMF's Leadership Programs. A special emphasis will be placed on GMF's rapidly-growing inclusive leadership portfolio. Activities will include, but not be limited to, recruitment of candidates, thought leadership on best practices of international leadership development, and development, design, and delivery of a measurement of the impact of GMF's leadership programs for emerging, diverse political and cross-sector leaders from the United States and Europe. In addition, the Program Officer will be responsible for managing the Global Leadership Consortium, an international community of leadership development practitioners led in part by the German Marshall Fund.

Approximately 70 percent of the Program Officer's work will involve engaging and collaborating with alumni, content experts in the field, funders, and partners. The balance of the time will consist of strategy, research, writing, and analysis. The fellow will have the opportunity to travel both inside the United States and in Europe, in the range of three to four times per year. Depending on program needs, the fellow also may have the option to work for a period of up to four weeks annually at one of the GMF offices in Europe where the Leadership Programs team is represented. (GMF team members who elect this option are required to self-fund lodging, meals, and local transportation.)

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

- Represent Leadership Programs' existing and future programs for candidates and partners, both internally and externally;
- Lead the continued process of assessing best practices, impact, and future development;
- Position GMF at the cutting edge of this work, and as a go-to organization on inclusive leadership development from the transatlantic perspective;
- Assist in developing external relations with prospective partners, especially in the field of inclusive leadership;
- Actively participate in the design and facilitation of signature events;
- Write thought leadership pieces as issues and/or opportunities present themselves;
- Participate in, and provide input during, strategy and planning sessions;
- Liaise with fellows, contractors, and evaluators as needed;
- Encourage alumni to submit Leadership Action Project proposals, connect alumni to seed partnerships for these grants, and work with promising teams to help them gain support;
- Communicate regularly with program participants and diverse stakeholders;
- Coordinate closely with the Leadership Program's Counselor, and with the Fellows guiding the Inclusive Leadership portfolio;
- Participate in GMF's Transatlantic Leadership team activities, campaigns, and strategy; and
- Manage administrative needs as necessary.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Proactive, responsible, and entrepreneurial mindset;
- Strong interest in civil rights, diversity, and inclusion;
- Eagerness to grow and reach an exceptional level of expertise as a go-to person for inclusive leadership in the transatlantic context;
- Ability to identify trends, as well as to orient the work and thought leadership of alumni toward the future;
- Propensity for outreach and stakeholder engagement;
- Organizational skills and ability to juggle multiple priorities;
- Interest in and facility for working in an international team that spans several time zones;
- Excellent communication and writing skills; and
- Strong interest in transatlantic relations and leadership development.

Preferred

- Fluency in European languages other than English.

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 13, 2019, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Grants Manager
Organization:	Harriet Beecher Stowe Center
Location:	Hartford, CT
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

The Harriet Beecher Stowe Center preserves and interprets Stowe's Hartford home and the Center's historic collections, promotes vibrant discussion of her life and work, and inspires commitment to social justice and positive change, through programs like the Stowe House tour, our award-winning Salons at Stowe, author talks, and field trips. As an international heritage tourism site, museum, program center, and research library, HBSC welcomes nearly 40,000 visitors annually from all 50 states and 20 countries. The Center is a nontraditional museum where visitors connect the past to the present by discussing nineteenth-century issues that resonate today. Learn more at www.harrietbeecherstowecenter.org.

POSITION DESCRIPTION

The Stowe Center's strategic plan includes expanding its base of support through individual giving, grant funding, and planned giving. The Grants Manager will play a significant role in enacting this plan and will work closely with the Center's Director of Development, Executive Director, and Financial Consultant, as well as program staff, to develop and write grant proposals, oversee the continued management of grant funds, monitor project milestones, and prepare final reports for funders. The Grants Manager also will conduct grant prospect research, monitor the grant calendar, and work with the Executive Director and Financial Consultant to prepare the restricted revenue budget and track cash flow. The manager's work will include a varied portfolio of grant proposals ranging from small, local private foundations to complex, nationally-competitive federal funders.

The Grants Manager will also play a critical role with planning and increasing support for two major institutional initiatives: a \$1.5 million site improvement project that includes ADA accessibility and historic landscape restoration, and an archival access project, which is in its initial planning stages and will require support for the evaluation of HBSC manuscript collections' content strengths, digitization, and assessment of technical requirements and workflow processes.

Additionally, the Grants Manager will support additional initiatives at the Stowe Center, including assisting staff with the launch of new fundraising initiatives, writing and editing fundraising collateral like brochures and annual reports, and collaborating with programmatic and development staff to prioritize needs and on funded projects.

By the end of the fellowship, the Grants Manager will have the expertise to identify meaningful grant opportunities that align organizations' missions with foundation guidelines, know how to craft and tailor key messages to different foundation audiences, develop a case for support for programs and projects, put

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together project budgets, craft progress reports for funders, assist with management of capital projects, build relationships with funders, and will have gained a general understanding of nonprofit operations.

Key duties and responsibilities:

- Develop, write, and package grant proposals;
- Track grant and project funding, project milestones, and key grant deadlines;
- Collaborate with staff on the preparation of project budgets and other supporting grant materials;
- Perform research to identify new grant funders for the Stowe Center's existing programs, the capital improvements to the site, and the digitization project;
- Craft the grant funding plan for the site improvement and digitization projects;
- Write the grant funding portion of the annual development plan and contribute to the development portions of the strategic planning process that may occur in late 2019 or 2020;
- Prepare final reports to funders and contribute to Development's monthly report to the Board of Trustees;
- Develop a list of best practices for grant writing and related project management; and
- Assist with streamlining current grant and project management processes as inefficiencies are identified.

- **QUALIFICATIONS**

- PhD in the humanities or humanistic social sciences;
- Self-motivation and goal/outcome orientation;
- Ability to effectively manage multiple priorities and meet internal and external deadlines;
- Excellent written and verbal communications skills;
- Ability to work effectively and collaboratively with others;
- Desire to learn budget preparation and analysis;
- Interest in the Stowe Center's mission and related history; and
- High level of organization and attention to detail.

- **APPLICATIONS**

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
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- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Outreach Programs Manager
Organization:	Library of America
Location:	New York, NY
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 3, 2019

ORGANIZATION DESCRIPTION

Now in its fourth decade, Library of America is a nonprofit organization that champions the nation's cultural heritage by publishing America's greatest writing in authoritative new editions and providing resources and public programs that enable people to explore this rich, living legacy. The Library of America series has been called "the most important book-publishing project in the nation's history" (*Newsweek*) and "the de facto canon of American literature" (*New York Times*) and now numbers over 300 volumes that encompass all periods and genres, including acknowledged classics, neglected masterpieces, and historically important documents and texts.

In addition to its publishing mission, LOA engages readers with live and digital programs, places volumes in public libraries and schools, serves a national membership passionate about American history and literature, and partners with other nonprofit organizations to transform the lives of readers worldwide with the writings that capture America's uniquely democratic culture and spirit. Learn more at www.loa.org.

POSITION DESCRIPTION

The Outreach Programs Manager will lead project management for new programs to amplify the impact of the organization's mission and broaden its audience. The manager will work with LOA colleagues in editorial, communications, and fundraising, as well as outside scholars, to manage web-based and public programming components of different thematic initiatives.

The manager will oversee all aspects of development and implementation including content creation and design; communications; logistics; organization and venue partnerships; and related digital and print materials. Projects may include but will not be not limited to: leading the production of a multimedia website for "Lift Every Voice: Why African American Poetry Matters Today;" developing educational materials and public programs to enhance understanding of forthcoming titles within the *Democracy and Civics* initiative; and, as part of the *Women's Voices and History* initiative, conceiving and leading implementation of a national education/awareness program focused on empowering women and girls through a better understanding of the history of the Women's Movement.

In sum, the manager will lead the development of project websites, conceive and implement public and educational programs, conduct donor and prospect research, assist with grant writing, and identify and cultivate partnerships.

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

- Participate in the conception and design of programs that leverage featured humanities themes to showcase LOA's mission and creatively connect varied audiences with great American writing;
- Oversee public programming initiatives, including working with scholars and in-house experts to develop content and effective program design;
- Lead the production of project websites to support initiatives and extend their reach, with rich content about writers and writing in LOA titles, commissioned articles and videos, and links to further explorations;
- Develop partnerships with libraries, museums, and other cultural institutions, as well as serve as liaison with partners and oversee their participation;
- Conduct donor prospect research and assist with fundraising to secure project underwriting;
- Solicit feedback from project stakeholders; and
- Draft summaries of programs and achieved goals for use in communications to donors and members.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Enthusiasm for promoting the value of American literature and history to varied audiences;
- Superior writing skills, including the ability to write for different audiences;
- Strong research and organizational skills with demonstrated experience managing projects;
- Ability to meet deadlines and to handle increasing levels of responsibility;
- Excellent interpersonal skills;
- Ability to work both independently and as part of a collegial group;
- Comfort interacting with current and prospective donors with grace and utmost discretion; and
- Self-motivation, creativity, and flexibility in the face of changing day-to-day priorities.

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 13, 2019, 9 p.m. Eastern Daylight Time

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Legislative Policy Specialist
Organization:	National Conference of State Legislatures
Location:	Denver, CO
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

Founded in 1975, the National Conference of State Legislatures is the nation's bipartisan organization providing state legislators and legislative staff with support, ideas, connections, and a strong voice on Capitol Hill. All 7,383 legislators in the nation are NCSL constituents, as well as the estimated 25,000 legislative staff. NCSL promotes policy innovation in many subject areas, such as health, criminal justice, education, and elections, and communication among state legislators, and also provides institutional support. NCSL operates on a bipartisan basis and does not advocate for policy positions. Learn more at www.ncsl.org.

POSITION DESCRIPTION

The Legislative Policy Specialist will work in NCSL's State Services Division. The Division's mission is to assist legislators and legislative staff with resources and support on a wide array of institutional issues such as staff and fiscal management. One program within the division focuses on policies relating to elections, redistricting, the initiative and referendum process, campaign finance, and more. As with all parts of NCSL, State Services strives to communicate with NCSL's constituents; and promotes connections among legislators, legislative staff, and election officials.

The Legislative Policy Specialist will extend NCSL's body of knowledge on campaign finance and campaigning. After a research phase, this new work will be shared with, and used by, our constituents. At the core of the work for all NCSL staff is to be responsive to the needs of legislators, which can require discernment, research, synthesis, and a deft touch with the requestors.

Key duties and responsibilities:

- Manage a portfolio of research relating to campaign finance and campaigning: develop subject area expertise, communicate with constituents, write about the portfolio topics for NCSL's blog, magazine, and other outlets, and maintain our web presence on the given subject;
- Collect statutory and legislative information on campaign finance and campaigning, or other legislative topics, and present this information in a succinct form for a legislative audience;
- Develop expertise on candidate qualifying procedures, also for dissemination;
- Write regularly for the nonacademic readers of NCSL's magazine, *State Legislatures*, NCSL's blog, NCSL's elections newsletter, and NCSL's website, using a nonacademic style;
- Provide oral presentations to NCSL staff, state legislators, legislative staff, election officials, and others, as opportunities arise;

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- Develop effective relations with state legislators and legislative staff, and respond to information requests from constituents in a professional and expeditious manner;
- Plan educational sessions for NCSL meetings and webinars on campaign finance and other topics; and
- Assist NCSL in providing election coverage and analysis to our constituents.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent research and analysis skills;
- Ability to write for nonacademic audiences;
- Excellent ability to communicate verbally, both with colleagues and constituents on a one-on-one basis, and by providing presentations to internal and external audiences;
- Expertise in managing data, or an interest in developing it, in order to work with data on multiple topics from a 50-state perspective;
- Interest in elections and legislative procedures;
- Ability to work effectively with other professionals at NCSL and in legislatures;
- Ability to work in a bipartisan manner on politically-sensitive topics and maintain confidentiality; and
- Flexibility in adjusting to changing work priorities.

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 13, 2019, 9 p.m. Eastern Daylight Time

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Research Analyst
Organization:	National Low Income Housing Coalition
Location:	Washington, DC
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, 2019

ORGANIZATION DESCRIPTION

One of the premier nonprofit housing policy advocacy and research organizations in the US, the National Low Income Housing Coalition (NLIHC) is dedicated solely to achieving socially just public policy that ensures people with the lowest incomes in the United States have affordable and decent homes. Founded in 1974 by Cushing N. Dolbeare, NLIHC educates, organizes, and advocates to ensure decent, affordable housing for those most in need. NLIHC has been involved in every major legislation and policy related to providing affordable homes for the lowest income people in the United States—from the Housing and Community Development Act of the 1970s and the McKinney Homeless Assistance Act of the 1980s to the National Affordable Housing Act of the 1990s and the Protecting Tenants at Foreclosure Act of the 2000s. NLIHC led the effort to create and fund the national Housing Trust Fund, the first source of federal funding in a generation to create new housing for extremely low income households. NLIHC has also spearheaded policy advocacy and education efforts related to disaster housing recovery and fair housing. NLIHC has been relied on for clear, objective research on affordable housing in the US—particularly our annual *Out of Reach* and *The Gap: A Shortage of Affordable Homes* reports—and has become the go-to resource for the media and affordable housing advocates on issues related to affordable housing, especially for those with the lowest incomes. Learn more at www.nlihc.org.

POSITION DESCRIPTION

The Research Analyst will assist the Vice President for Research in the acquisition and analysis of numeric and non-numeric data that inform NLIHC policy work and mission; translate these data into accessible formats for use by NLIHC staff, members, partners, and policy makers; as well as communicate and disseminate analyses in a manner that promotes NLIHC's goal of ending the affordable housing crisis in the United States.

One of the analyst's key activities will be leading NLIHC's *Patchwork* project. Despite evidence of extensive need for more rental housing that is affordable for low income households, the low income housing resources provided by the federal government help only about 25 percent of eligible households. With assistance from the federal government shrinking, state and city governments have responded with a patchwork of uneven and sometimes inadequate solutions. In order to understand the degree to which states, and some city governments, spend their own resources on affordable rental housing, NLIHC has catalogued such programs. In 2014, NLIHC undertook an expanded study to uncover and make public this information. The result was a first-of-its-kind database.

Through this and other substantive projects, the analyst will gain a deep understanding about the state of affordable housing in the United States and about practical policy solutions to homelessness and housing poverty.

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

- Lead the NLIHC *Patchwork* project by identifying and analyzing city, state, and other local affordable housing programs and turning this information into a comprehensive, updated database with an accompanying published report on findings, analysis, and recommendations;
- Collect and analyze data pertinent to the NLIHC research agenda, including the implementation of original quantitative and qualitative data collection; data analysis; maintenance and upgrading of NLIHC holdings of and access to major datasets that inform NLIHC policy work;
- Prepare original reports by NLIHC based on research findings;
- Research and prepare articles for NLIHC's weekly e-newsletter, *Memo to Members and Partners*;
- Research and prepare position papers, reports, and other written documents as required to meet program objectives;
- Participate in planning and implementation of NLIHC's annual policy conference;
- Represent NLIHC with selected national partners at meetings, and through participation in planning and implementation of joint campaigns;
- Respond to requests for information from NLIHC members and partners, members of the media, and the public;
- Plan and implement briefings, dialogues, and other informational forums on issues related to NLIHC objectives;
- Supervise research interns/volunteers as needed; and
- Attend and report at all meetings of Board of Directors, as well as participate in staff meetings, training, and all NLIHC events.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Strong commitment to social justice and to addressing homelessness and housing poverty in the US;
- Qualitative and quantitative analysis skills;
- Excellent written, verbal, and interpersonal communications skills;
- Attention to detail, and organizational skills;
- Ability to manage a project from inception to completion; and
- Ability to work in a fast-paced environment and flexibility in managing assignments.

Preferred

- While experience with data analysis software is a plus, it is not a requirement, and the fellow will have access to training as necessary.

APPLICATIONS

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www.acls.org/programs/publicfellows
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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Campaign Advocate, Latin America Project
Organization:	Natural Resources Defense Council
Location:	Washington, DC
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 3, 2019

ORGANIZATION DESCRIPTION

Natural Resources Defense Council (NRDC) is the nation's most effective environmental action group, combining the power of more than two million members and online activists with the expertise of nearly 500 scientists, lawyers, policy advocates, and other professionals across the globe ensure the rights of all people to the air, the water, and the wild. NRDC was founded in 1970 and our staff helped write some of America's bedrock environmental laws, including the Clean Water Act, and many of the implementing regulations; our water enforcement cases played a major role shaping current water policy throughout the country. Today, our staff—a force for nature—work out of offices in New York, Washington DC, Chicago, Los Angeles, San Francisco, Bozeman, Montana, and Beijing. Learn more at www.nrdc.org.

POSITION DESCRIPTION

The Campaign Advocate will work with NRDC's Latin America Project team on their priority campaigns to protect special areas and wildlife in the Western hemisphere. Specifically, the advocate will act as the main point of contact for the Latin America team's engagement in our nature campaigns to save the rivers and waters of Chilean Patagonia and the grasslands in Chihuahua, Mexico. As NRDC became involved in the Chile/Patagonia campaign in 2008, the advocate will be working on a well-established project and collaborating with long-time partners to protect Chile's vital rivers and watersheds. The Chihuahua campaign is a newer one for our team, which will allow the advocate to play a key role in helping NRDC develop strategies and relationships among local and international groups and stakeholders. The advocate will be integrated into NRDC's Latin America Project team, while also working with the other programs and departments at NRDC with which we regularly collaborate (e.g. Lands and Wildlife, Climate Center, Voces Verdes, Communications, Campaigns, etc.).

Key duties and responsibilities:

For both campaigns (Chile and Mexico), the advocate will:

- Work closely with coalition partners, allies, and other stakeholders to coordinate and implement campaign strategies to achieve stronger environmental protections in our priority countries;
- Research and draft relevant materials such as fact sheets, issue briefs, reports, etc., that strategically advance the campaign;
- Develop communications strategies and content for a variety of audiences, including public officials, partners, media, and the public, for use across different platforms (e.g. websites, social media, press, etc.); and

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- Engage US government agencies and congressional offices as appropriate to advocate for actions that would support stronger environmental policies in our priority countries.

As a member of the Latin America Project team, the advocate will:

- Attend regular meetings with the Latin America Project team, our consultants, and other program and department staff at NRDC;
- Contribute to the ongoing development of strategies to achieve our conservation goals and stronger environmental policies at the local, provincial, and national levels in Latin America, including potentially scoping out new campaigns;
- Assist in researching and drafting reports, briefing papers, fact sheets, issue briefs, talking points, and other documents advancing the goals of the Latin America Project; and
- Engage in the other advocacy work of the Latin America Project on an ad hoc basis, as needed.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Excellent research, writing, speaking, and analytic skills;
- Strong project planning, organization, and time management skills;
- Strong attention to detail, accuracy, and thoroughness;
- Ability to work collaboratively and effectively with internal colleagues and coalition partners;
- Ability to synthesize research and data into coherent and compelling narratives for nontechnical/nonacademic stakeholders;
- Creative thinking abilities and resourcefulness, combined with a desire to develop innovative approaches to problems;
- Ability to work with diverse communities and cultures; and
- Commitment to safeguarding the earth—its people, its wildlife, and its ecosystems.

Preferred

- Advanced Spanish language skills;
- Experience in policy advocacy, policy research and analysis, coalition building, or a related field;
- Multicultural experience and cross-cultural competency; and
- Willingness to travel internationally, at least four one- to two-week trips per year.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
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- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Festival Programs Manager
Organization:	PEN America
Location:	New York, NY
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, 2019

ORGANIZATION DESCRIPTION

PEN America stands at the intersection of literature and human rights to protect free expression in the United States and worldwide. We champion the freedom to write, recognizing the power of the word to transform the world. Our mission is to unite writers and their allies to celebrate creative expression and defend the liberties that make it possible.

The Literary Programs team at PEN America presents public event programming throughout the year that celebrates artistic excellence, defends free expression, and promotes discourse. The flagship program is the World Voices Festival of International Literature, a week of more than 60 events held every Spring in New York City. Launched by Salman Rushdie in the aftermath of September 11, the Festival celebrates its fifteenth anniversary in 2019 as a powerful testament to its mission to celebrate the best of world literature and combat cultural isolationism. There are expansion plans for the coming years that would tour parts of the Festival to other locations across the United States. The department also runs the PEN America Literary Awards, conveying more than \$350,000 in prizes annually to prominent and emerging writers, poets, and translators, as well as events throughout the year, including series such as PEN Out Loud, Conversations of Consequence, and Summer Salons. Learn more at www.pen.org.

POSITION DESCRIPTION

The Festival Programs Manager will curate programming and develop audience engagement for the annual PEN World Voices Festival of International Literature and other events on the PEN America schedule. The Manager will be involved in all aspects of designing programming that attracts an increasingly diverse public in New York City and for satellite events in communities across the country. The position reports to the Senior Director of Literary Programs/Director, PEN World Voices Festival.

The Manager will identify a vibrant range of ideas and presentation formats as well as participants who will draw significant audiences for events that seed the wider public conversation about literature, and pressing social, political, and moral issues. The Manager also will develop partnerships with affiliated organizations to grow and diversify PEN America audiences. This will involve working with prominent literary figures and public intellectuals, as well as recognizing new voices that bring dynamic creativity and thinking to conversations of immediacy. Working closely with colleagues in Literary Programs, the Manager will also participate in fundraising efforts, primarily through grant applications, in ensuring initiatives are grounded in good production practices, and in meeting budgetary requirements.

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

Festival and Public Program Curation

- Develop events that reflect the PEN America mission and command significant and expanding interest among audience-goers, cultural influencers, and the media;
- Conceive the intellectual content and format for festival programs, expanding the variety of events and the diversity of participants;
- Delve deeply into international literary circles to identify and amplify compelling and original new voices from around the world;
- Research, identify, and secure writers for the festival in consultation with publishers, cultural agencies, agents, partner organizations, and the writers themselves;
- Assist in ensuring Festival events are fully prepared and produced with sophistication;
- Work with the Festival Director and General Manager to ensure logistical and production aspects of the Festival are completed according to agreed timelines and budget parameters; and
- Collaborate with the Festival Director, General Manager, the communications and development teams, and media consultants on compelling messaging and positioning for the Festival and individual events to be used in marketing, press outreach, social media, and donor cultivation.

Fundraising and Growth

- Identify and assist in securing institutional and individual funders, sponsors, partners, and other sources of revenue or in-kind support to grow the programming budgets; and
- Assist in developing cogent and compelling funding proposals related to the Festival, including in response to calls for proposals by institutional and government funders.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Deep desire to broaden American intellectual and cultural horizons through increasing exposure to literary work and ideas produced outside the United States, alongside a deep commitment to defending free expression in the United States and internationally;
- Strong passion for public debate and engagement around the issues of concern to PEN America and a knack for conceiving creative ways to present them;
- Readiness to build on the strengths of past festivals and the imagination and ingenuity to create new ways to advance the festival;
- Absolute commitment to diversity in Festival and event participants, themes, and audiences;
- Collaborative, transparent, team-oriented approach;
- Ability to multitask and respond swiftly and under pressure in a fast-paced environment; and
- Extraordinary writing skills and ability to speak articulately and persuasively.

Preferred

- Ability to read literature produced in at least one language other than English; and
- International contacts that will assist PEN America in surfacing emerging literary talent.

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 13, 2019, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Associate Editor
Organization:	<i>Public Books</i>
Location:	New York, NY
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 3, 2019

ORGANIZATION DESCRIPTION

Public Books is an online magazine combining scholarly expertise and cutting-edge journalism. Here, young writers take their first steps in communicating with audiences outside the academy, accomplished scholars weigh in on contemporary issues, and readers explore the fruits of the university without jargon. At *Public Books*, academics join with other public scholars, critics, and activists to make the life of the mind a public good.

Publishing one new article every weekday, *Public Books* is a diverse and thoughtful forum for discussions of art, politics, scholarship, and culture. Affiliated with the Heyman Center for the Humanities at Columbia University, *Public Books* has the feel of an old-fashioned literary office with all the dynamism of a cutting-edge think tank: partnering with scholars and thinkers from universities around the world, collaborating with editors and writers at academic publishers, trade publishers, publications, nonprofit organizations, museums, and media outlets. Staff regularly share conversations, events, and meeting and kitchen spaces with dynamic and engaged scholars, ensuring there is plenty of cross-pollination and collaboration. Learn more at www.publicbooks.org.

POSITION DESCRIPTION

The Associate Editor is a new position at *Public Books* that comes with extensive training, entrepreneurial opportunity, and growth potential. Reporting to the Senior Editor, the Associate Editor will rework individual articles for rhetorical strength, narrative flow, intellectual consistency, and readability for a general audience. Entering into a deep conversation with a piece of writing, they will sharpen arguments, talk with authors and section editors, suggest rewrites, propose titles, reorder paragraphs, and generally make each article the best version of itself with the largest potential readership.

The Associate Editor will contribute to the social media, publicity, fact-checking, copyediting, and image selection that are part of the magazine's daily workflow. This role will also call for assessing unsolicited manuscripts. The Associate Editor will be empowered to take leadership roles in the magazine's new and evolving initiatives, especially jumpstarting a new podcast; this will require the Associate Editor to develop an editorial vision, outline a publishing program, address technical questions, and commission speakers.

The Associate Editor will have the opportunity to propose new article ideas, pioneer new article series and events, seek out new authors, and participate in editorial decision-making. S/he will have a unique level of independence and oversight, with the potential to grow into the role of Editor.

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Key duties and responsibilities:

- Developmental edit articles, in conjunction with Senior Editor;
- Hold editorial conversations with authors, as well as strategy conversations with Senior Editor and Communications Manager;
- Build social media and publicity campaigns, in conjunction with Communications Manager;
- Copyedit and factcheck individual articles, in conjunction with Managing Editor;
- Develop from inception the *Public Books* podcast program; and
- Contribute to weekly editorial meetings with senior staff, whether in terms of long-term strategy, publication decisions, editorial challenges, or general brainstorming. (The meeting is small and free-form, with all members equally empowered to weigh in and collaborate.)

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Familiarity with popular writing outside of the academy (trade nonfiction books, newspaper reportage, magazine essays, and digital publications);
- Interest in the worlds of publishing and/or journalism;
- Willingness to take initiative and work independently;
- Strong interpersonal skills;
- Excellent written and verbal communication skills; and
- Efficient time management and organizational skills.

Preferred

- Familiarity with HTML, CSS, and web applications;
- Experience working closely with students on writing and composition (grading papers, discussing papers with students, working in university writing centers, etc.); and
- Facility with social media, as well as familiarity with social media engagement and trends.

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:	Community Engagement Manager
Organization:	Rare
Location:	Arlington, VA
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 3, 2019

ORGANIZATION DESCRIPTION

Rare inspires change so people and nature thrive. Conservation ultimately comes down to people—their behaviors toward nature, their beliefs about its value, and their ability to protect it without sacrificing basic life needs. And so, conservationists must become as skilled in social change as in science; as committed to community-based solutions as national and international policymaking.

Over more than three decades, Rare has partnered with local organizations to run more than 400 behavior change projects in nearly 60 countries, promoting community-led adoption of solutions as diverse sustainable coastal fisheries management, fuel-efficient cookstove use, reciprocal water agreements, regenerative agriculture, recycling and waste management, wildlife demand reduction, and more. Rare's largest current program, Fish Forever, is an innovative global movement to transform coastal fisheries in Brazil, Indonesia, Mozambique, the Philippines and elsewhere.

Rare's Center for Behavior & the Environment was launched in 2017 to bring the best insights from behavioral science and design to tackle some of the world's most challenging environmental issues. Through partnerships with leading academic and research institutions, we are translating the science of human behavior into practical solutions for conservationists worldwide. We promote the adoption of the principles and practices of behavior-centered design by thousands of environmental leaders and practitioners around the world. To do this, we aim to create compelling evidence that behavior-centered design leads to better conservation outcomes, and to strengthen the ability of practitioners and leaders to apply its strategies and tactics in their own work. Learn more at www.rare.org.

POSITION DESCRIPTION

The Engagement Manager will have a skill in communications and a passion for connecting individuals to join the Center for Behavior & the Environment. Reporting to the Senior Director, Center for Behavior & the Environment, and working closely other team members, the Engagement Manager will be responsible for developing, executing, and managing the Center's online community of practice strategy. The manager will partner with Rare's Marketing and Communications team to develop the platform, and work across Rare's global teams to develop content that attracts and engages early members of this community.

Key duties and responsibilities:

Develop and manage an online platform to serve as a behavior and environment community of practice:

- Create a strategy for this virtual hub;

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- Develop metrics for monitoring and measuring the success of this community;
- Support the platform's design to create a positive user experience;
- Work across units and with external web contractors as needed; and
- Oversee platform communications and outreach.

Grow and engage a virtual community of users:

- Craft unique content to attract and engage a community of behavior-centered designers and conservationists;
- Provide regular updates on the successes and challenges of this platform;
- Manage day-to-day logistics of platform operations, such as responding to inquiries and reporting issues; and
- Identify and analyze patterns and trends in community activity and growth.

Communicate the qualities of successful community behavior change agents and their organizations:

- Interview key leaders across Rare's country teams;
- Analyze findings to identify trends and core qualities;
- Develop profile and other written communications describing the findings;
- Partner with Marketing and Communications to launch platform content; and
- Create strategy for integrating developed content and applying lessons learned.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Demonstrated experience in engaging communities of individuals interested in similar issues;
- Ability to translate complex and theoretical ideas into practice;
- Strong written and oral communication skills;
- Strong project and people management skills;
- Ability to thrive in cross-functional team environments to build relationships across geographical distances, cultural communities, and up and down the organizational structure; and
- Commitment to Rare's mission and values, and a desire to work on important conservation and environment issues such as climate change, overfishing, sustainable agriculture, etc.

Preferred

- Experiencing managing community engagement through virtual and online systems;
- Experience with website content management software, such as Drupal or WordPress;
- Knowledge of and/or experience working on conservation and environmental issues; and
- Proficiency in one or more languages other than English, especially Spanish, Portuguese, Mandarin, Tagalog, or Bahasa Indonesian.

APPLICATIONS

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- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Policy Analyst
Organization:	Reinvestment Fund
Location:	Philadelphia, PA
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

Reinvestment Fund is a 30-year-old Community Development Finance Institution (CDFI) whose mission is to build wealth and opportunity for low-wealth people and places through the promotion of socially and environmentally responsible development. Reinvestment Fund is a national leader in rebuilding distressed places, through the innovative use of capital and information. Since our founding in 1985, we have invested more than \$2 billion in communities, supporting the creation of affordable housing, schools, community health centers, childcare centers, healthy food access, commercial real estate, and energy efficiency projects. The Policy Solutions (Policy) group in Reinvestment Fund assesses the impact of the organization’s own investments, and conducts rigorous and objective analyses to help public and nonprofit sector clients make data-informed community development decisions. Policy is a small group of eight professionals with varying academic backgrounds and levels of experience. While we are small, we are a collegial, cohesive and supportive group. We collaborate regularly with each other to both develop skills and work through challenging substantive issues. Policy has regular gatherings around various research skills and techniques and our staff developed and maintain a library of online training venues we consider most helpful. Learn more at www.reinvestment.com.

POSITION DESCRIPTION

The Policy Analyst will provide essential analytic and organizational support on mixed-method research projects. This is a new position driven by our recent launch of a multiyear effort to produce a body of applied research on rental evictions in Philadelphia. This project, which will be the analyst’s main focus, will involve qualitative and quantitative data collection and analyses. We will work closely with policymakers and practitioners, using the results to design data-driven changes in law, policy, resources, programs, and practices expected to mitigate the many ways evictions impact people, communities, businesses, schools, and other institutions.

Reinvestment Fund sought and was awarded in 2018 a multiyear grant to conduct applied research on evictions. The analyst will be part of our exploration of the many and varied ways that the lived experience of individuals and families is shaped by this threat to their home, and what can be done about it. The analyst also will connect with Reinvestment Fund’s lending team to learn about the CDFI industry and how community development is financed. In particular, the analyst will engage around the evolving field of “Naturally Occurring Affordable Housing” (unsubsidized affordable housing). Reinvestment Fund expects to finance a significant number of these homes, and the analyst will participate in a multimethod research project to understand their people- and place-based impacts. Lastly, the analyst will

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have the opportunity to participate in other more routine activities and projects within Policy (e.g., our Market Value Analysis (MVA), childcare gap studies, preparation of grant proposals, etc.).

Key duties and responsibilities:

- Oversee discrete components of RF research initiatives;
- Have lead responsibility to produce at least one report or white paper within Policy's portfolio of projects;
- Contribute as a named author to several additional white papers;
- Craft policy responses;
- Present research findings to a variety of audiences, including public policy makers and administrators and the eviction research stakeholder group; and
- Participate in an advisory group of local and national experts that will meet quarterly to review methodologies, vet findings, and link research to policy.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Strong writing skills;
- General organizational skills including ability to meet deadlines;
- Experience with basic research design and data analysis;
- Experience gathering and critically analyzing academic and gray literature;
- Familiarity with best practices related to conducting interviews and making field observations, or a willingness to develop these skills;
- Facility with presenting complex material to diverse audiences;
- Willingness to travel occasionally; and
- Ability to self-start and work in a team environment.

Preferred

- Familiarity with at least two of the following areas: housing, community development, community-based organizations, civil legal services, public health/healthy communities/social determinants of health, and
- Experience in or familiarity with statistical or spatial analysis. (Additional training will be provided during the fellowship as necessary.)

APPLICATIONS

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www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Senior Researcher
Organization:	Seattle Office for Civil Rights
Location:	Seattle, WA
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	September 3, 2019

ORGANIZATION DESCRIPTION

The Seattle Office for Civil Rights (SOCR) is a department in the City of Seattle government that creates policy and enforces legislation and rules that advance the civil rights of and end barriers to equity for Seattle residents. SOCR enforces seven local and five federal laws which apply both to the City as an employer and to all employers within city limits. SOCR leads and coordinates the City's Race and Social Justice Initiative (RSJI) effort to end institutional racism in City government; promote inclusion and full participation of all residents in civic life; and partner with the community to achieve racial equity across Seattle.

Vision: A city of liberated people where communities historically impacted by racism, oppression, and colonization hold power and thrive. *Mission:* To end structural racism and discrimination through accountable community relationships and anti-racism organizing, policy development, and civil rights enforcement. Learn more at www.seattle.gov/rsji.

POSITION DESCRIPTION

SOCR's Race and Social Justice Initiative is 14 years old and was the first governmental effort to end institutional racism in the country. Today, Seattle is one of several hundred jurisdictions committed to racial equity and is seen as a leader in this field that can provide guidance to others embarking on this journey.

The Senior Researcher will lead the development of a bank of case studies that documents the types of challenges faced by a mature race equity initiative and illuminates the salient differentiating aspects of a tenured effort. These case studies will form the core of new training for both City of Seattle employees and other US jurisdictions endeavoring to end institutional racism.

The Senior Researcher will also assist in the design and development of an RSJI Racial Equity Lab where the case studies bank will be housed. The Lab will be a multiplatform tool intended to bolster racial justice efforts through three components:

- The Racial Equity Think Tank, which will convene top equity leaders from city departments to develop citywide racial equity outcomes, highlight promising practices, and receive advanced racial equity training;

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- The RSJI Incubator & RET Center, which will provide departments with targeted racial equity support to nurture new projects and increase/strengthen departments' use of the **Racial Equity Toolkit** Process; and
- The Virtual Library and Data Center, which will create an online public-facing information portal for city staff and the community to access RSJI tools, reports, and data.

Key duties and responsibilities:

- Research complex scenarios interrogating the implementation of race equity workplans and staff professional development in municipal government for SOCR leadership;
- Develop and write case studies and accompanying training resources to support City of Seattle departments and other US municipalities endeavoring to advance equity in a public institution;
- Assist in the design and development of a virtual Racial Equity Lab; and
- Plan and facilitate learning opportunities for municipal racial equity leaders.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Demonstrated commitment to and understanding of racial justice issues;
- Excellent interpersonal and relationship-building skills;
- Strong verbal communication skills;
- Strong narrative writing and storytelling skills;
- Analytical and organizational abilities;
- Flexibility and problem-solving abilities; and
- Ability to work individually, with a passionate and diverse team, and with other stakeholders.

Preferred

- Ability to speak and write in a language other than English;
- Experience in teaching, training, and/or curriculum development; and
- Prior experience developing case studies or teaching with case studies.

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 13, 2019, 9 p.m. Eastern Daylight Time

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Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Program Manager
Organization:	World Justice Project
Location:	Washington, DC
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

The World Justice Project (WJP) is an independent, nonprofit organization dedicated to building knowledge, generating awareness, and stimulating action to advance the rule of law worldwide. It builds and supports a global, multidisciplinary movement for the rule of law through three pillars of work: collecting and analyzing original, independent rule of law data, including the WJP Rule of Law Index; supporting research, scholarship, and teaching about the importance of rule of law, its relationship to development, and effective strategies to strengthen it; and building an engaged global network of policy-makers and activists through strategic convenings, knowledge exchanges, coordinated campaigns, and locally-led initiatives to advance the rule of law. Learn more at www.worldjusticeproject.org.

POSITION DESCRIPTION

The Program Manager will be part of the Rule of Law Solutions Initiative team—situated in the Engagement Department and reporting to the Chief Engagement Officer—surveying and documenting best practices for strengthening rule of law. With the heightened global attention to the rule of law sparked by its inclusion in the United Nations’ Sustainable Development Goals, as well as diagnostic measures such as WJP’s Rule of Law Index, there is growing demand for information about effective approaches to strengthening rule of law, human rights, and governance. To meet this demand, WJP is launching the Rule of Law Solutions Initiative, drawing on and documenting the experience of the more than 2,000 organizations in its global network, and the lessons learned that can be shared among them.

The Program Manager will have lead responsibility for the research, writing, and dissemination of findings in one or more WJP priority areas of focus and will undertake a global, comparative investigation of established and emerging approaches to addressing these issues. Based on in-depth interviews with WJP network members, as well as review and analysis of program documentation and secondary sources, the manager will identify and document promising approaches and requisite conditions for their success. This research will build on lessons learned from WJP’s catalogue of practical, locally-led pilot programs, and through interviews captured in a Practitioner Insight series.

With support from the WJP communications team, the Program Manager also will develop and implement a communications strategy for highlighting successful solutions and promoting best practice adoption among network members, donors, policymakers, and development practitioners. The initiative will build on the findings of the WJP Rule of Law Index and serve as a complement to WJP’s quantitative work streams by contextualizing Index data, curating stories of success, and presenting narrative, story-focused reporting and qualitative case studies salient to opportunities for reform identified by the Index.

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Additionally, these efforts will build on WJP's April 2019 World Justice Forum, a strategic convening produced in collaboration with the Open Society Justice Initiative; Pathfinders for Peaceful, Just, and Inclusive Societies; the OECD; and others.

Key duties and responsibilities:

Project/Policy Identification

- Identify, investigate, and compile established and emerging approaches to addressing key rule of law challenges in target areas;
- Conduct desk research, literature reviews, and in-depth interviews with multidisciplinary and multi-stakeholder respondents including those from government and civil society; and
- Develop and execute a research approach and methodology for the evaluation of established and emerging approaches in order to identify cross-cutting, adaptable best practices.

Communicate Meaning and Importance

- Develop a comprehensive communication plan that showcases best practices and highlights the human impact of rule of law deficiencies and the benefits of reform; and
- Package and communicate content in a variety of ways to reach a broad audience, including the media and public, as well as policymaking elites.

Promote Best Practices

- Promote best practices and lessons learned through a variety of channels including speaking engagements at WJP curated events and presentations at external forums and conferences; and
- Produce outputs such as a report on challenges and promising solutions, issue briefs on successful solutions, program profiles for WJP's Program Library, blog posts, and podcast interviews.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Strong interest in access to justice, criminal justice reform, and government accountability;
- Excellent investigative and communication skills;
- Excellent research, analysis, writing, and oral presentation skills;
- Project management experience;
- Experience with qualitative research methodologies;
- Willingness to travel periodically, including overseas; and
- Ability to speak and write in a language other than English.

Preferred

- Understanding of rule of law issues in global contexts;
- Familiarity with think tanks, civil society organizations, and/or government;
- Familiarity with program evaluation, including interviews and quantitative analysis;
- Experience with storytelling approaches; and
- Experience in digital communications and social media management.

APPLICATIONS

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