

Mellon/ACLS
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.

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:

- 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

- 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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