**PUBLIC FELLOWS PROGRAM**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Program Manager, Social Enterprise Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>American Refugee Committee</td>
</tr>
<tr>
<td>Location:</td>
<td>Minneapolis, MN</td>
</tr>
<tr>
<td>Stipend:</td>
<td>$65,000 with health insurance for fellow</td>
</tr>
<tr>
<td>Start Date:</td>
<td>July 14, 2014</td>
</tr>
</tbody>
</table>

**ORGANIZATION DESCRIPTION**

The American Refugee Committee (ARC) is an international, nonprofit, nonsectarian organization that has provided humanitarian assistance and training to refugees, displaced people, and their host communities for over 35 years. We help people survive conflict and crisis and rebuild lives of dignity, health, security, and self-sufficiency. ARC is committed to the delivery of programs that ensure measurable quality and lasting impact for the people we serve.

Today, ARC works in ten countries around the world helping victims of war and civil conflict rebuild their lives. ARC programs in Africa, Asia and the Middle East provide health care, clean water, shelter repair, legal aid, trauma counseling, microcredit, community development services, and repatriation assistance to 2.5 million people each year. ARC bases its relationship with uprooted peoples on mutual respect and a compassionate exchange of knowledge and values.

**POSITION DESCRIPTION**

ARC, in collaboration with partner agencies, is developing an integrated multi-service approach that addresses the need for improved health in displaced communities through social enterprise. We are building a one-stop retail shop with proven social enterprises that will provide mothers with health care and medicines, clean water, and nutrition support for their families. With the advice and guidance from the corporate community, we are creating a format that can be franchised and owned by the local entrepreneurs throughout target countries.

This innovative approach to health care access is being piloted in the Democratic Republic of Congo (DRC), a country with one of the highest child mortality rates in the world. The franchise model ensures standards of care, provides the community with economic opportunity, and is the best way to reach mothers and children who need help most. The goal is for 100 shops opening in the DRC within the next five years and ultimately to replicate successful models with displaced communities in other countries. The Program Manager will be responsible for the day-to-day administration of the DRC Social Enterprise project and the coordination of its stakeholders, which include USAID, ARC, Healthstore Foundation, individual and corporate donors, technical institutions, Congolese individuals and others. An important responsibility of this job will be to analyze global social and economic factors to anticipate how the business model needs to adapt for successful outcomes. The position is based in Minneapolis but will require travel to the DRC (approximately two-to-three weeks a year).

Over the course of the fellowship, the Program Manager will gain deep experience in coordinating the design and implementation of social enterprise models that meet humanitarian need. Moreover, he or she will gain a synoptic view of ARC projects and programs, currently at work in refugee communities in ten

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countries around the world. Upon completion of the fellowship, the ACLS Public Fellow will be well-positioned to pursue a career in international development and humanitarian relief.

Duties include:
- Organize and manage communication flows and activities across all stakeholders to maintain the efficient coordination of the project’s design period and program objectives;
- Coordinate any required workshops and work with stakeholders to define and achieve workshop objectives;
- Develop the future business model by analyzing the gaps in the program and designing the program for the future global economy. Research changes in the global economy that may affect the business model;
- In discussion with ARC senior staff and stakeholders design a work plan format and with input from responsible stakeholders prepare and manage a documented work plan with implementation steps and high level budget. Assist with budget forecasting and planning for future budgets;
- Follow-up up with stakeholders on their areas of responsibility and support the timely delivery of outputs in support of agreed milestones. Work with expatriate and national staff in the Congo on program implementation and stay up to date on all of the day to day moving parts;
- Provide resources for monitoring and evaluation the DRC program. Liaise with ARC Director of Security to provide security reports as required.

QUALIFICATIONS
- Ph.D. in the humanities or humanistic social sciences
- Demonstrated ability to effectively coordinate the co-creation of a complex project between different stakeholders
- Skill in identifying needs, analysis, program design, proposal writing, budgeting, and donor relations
- Strong interest in entrepreneurship, finance, franchising or microfinance preferred
- Must have an analytical mind and the ability to anticipate trends in the world economy
- Excellent oral and written communication skills; strong organizational and problem solving skills
- Exceptional team player, self-starter, willingness to take initiative, able to work independently and in groups
- Good sense of diplomacy; tactful and mature
- Strong interest in international humanitarian and development work
- Experience living, studying, or working abroad
- French language skills desirable

APPLICATIONS
- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 19, 2014, 6 p.m. Eastern Daylight Time
This position is only available through the ACLS Public Fellows program. You may not contact the host institution to inquire about this position.
- Assisting in the development and implementation of a communication plan for outreach to ARL member institutions, university administrators, scholars, and university presses;
- Supporting the research strategy to inform and guide the economic model and its impact on the dissemination of scholarship by the academy; and
- Fostering communication and collaboration with other higher education associations, scholarly publishers, academic societies, and foundations to advance the dissemination and access to university-based scholarship.

This position will provide the opportunity to facilitate the development of a deeper understanding of the scholarly communication process, the new realities of the marketplace, the changing economics of publishing, and the evolving international landscape of copyright which provides the intellectual property rights context for new forms of publishing. When the fellowship is concluded, the individual would be well positioned to pursue a range of careers in scholarly communication and digital programs for humanities and social science societies, such as those in strategic operations of social science and humanities publishers; in research libraries engaged in the dissemination of openly accessible scholarly content; or in large-scale national scholarly communications programs for higher education associations.

QUALIFICATIONS
- Ph.D. in the humanities or humanistic social sciences
- Interest in and knowledge of traditional scholarly publishing as well as new forms of scholarly communication and open access to scholarly research
- Understanding of disciplinary differences in the humanities and social sciences
- Excellent oral and written communication skills, including research skills
- Ability to address problems in a creative manner
- Ability to communicate clearly and effectively with a variety of constituencies
- Ability to work collegially and independently
- Ability to work on multiple projects efficiently and effectively
- Willingness to travel and to speak about the program to both scholars and academic administrators

Experience in or awareness of the following is desirable:
- Association or scholarly society work environment
- Current editorial and peer review process for scholarly monographs
- Digital scholarship activities in the humanities and social sciences

APPLICATIONS
- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 19, 2014, 6 p.m. Eastern Daylight Time

This position is **only** available through the ACLS Public Fellows program. You may **not** contact the host institution to inquire about this position.
Job Title: Engagement Analyst  
Organization: Center for Public Integrity  
Location: Washington, D.C.  
Stipend: $65,000 with health insurance for fellow  
Start Date: July 14 or September 2, 2014  

ORGANIZATION DESCRIPTION

The Center for Public Integrity (www.publicintegrity.org) was founded in 1989 by Charles Lewis and is one of the country’s oldest and largest nonpartisan, nonprofit investigative news organizations. Its mission is to serve democracy by revealing abuses of power, corruption and betrayal of public trust by powerful public and private institutions by using the tools of investigative journalism. Investigations undertaken by the Center focus on money and politics, government waste/fraud/abuse, the environment, healthcare reform, national security and state government transparency. In 1997 the Center founded the International Consortium of Investigative Journalists (icij.org) to extend the Center’s style of watchdog journalism, focusing on issues that do not stop at national frontiers, including cross-border crime, corruption, and the accountability of power. The Center’s editorial staff consists of journalists, FOIA experts, copy editors, researchers, fact-checkers, and data experts who work on the Center’s investigative projects and stories. It distributes its investigations through its award-winning website and to all forms of media; broadcast, print, online, and blogs, around the globe.

The Digital Department is responsible for producing compelling and explanatory online journalism around the Center’s reporting – including interactive graphics, data visualizations and video, distributing its work across various platforms, and communicating with diverse audiences on a range of social media networks.

The Engagement Analyst will join a team committed to ensuring that investigative journalism creates maximum impact in the U.S. and throughout the world and will play a key role in helping position the Center for Public Integrity to expand its reach with new and younger audiences.

POSITION DESCRIPTION

The Center for Public Integrity seeks a recent humanities Ph.D. to work with the Chief Digital Officer and the Engagement Editor to build a widening group of readers and supporters for our investigative journalism, especially amongst the millennial generation of readers.

The Engagement Analyst will create the Center’s outreach strategy for new readers, strengthen relationships with these digital communities, and build supporter numbers in the millennial and 30's age groups. The Analyst also will actively build and maintain online communities and various social channels around the Center's reporting areas, and partner with other organizations and new offline communities.

This position is only available through the ACLS Public Fellows program. You may not contact the host institution to inquire about this position.
This position offers the opportunity to create a strategy for shaping the Center’s communications by leveraging new digital technologies, and to inspire new generations to take an interest and a stake in investigative reporting.

By the end of the fellowship the Fellow will have developed a strategic plan for generating engagement and interest in investigative reporting, and have gained quantifiable insight into the social behaviors of the audiences (actual and potential) for accountability journalism.

Responsibilities include:

• Create a strategic plan for an engagement campaign using a diverse set of channels, including social media, to increase the Center’s reach and help it fulfill its mission of social change;
• Research the use of networked technologies by young adults to identify and attract the audiences desired but not yet reached by investigative journalism organizations;
• Establish networks with online and offline communities and build partnerships with appropriate organizations, within and outside the news media, to engage younger audiences with investigative reporting;
• Research how content engagement and consumption patterns vary across communities and geographic regions around the United States and the world;
• Work with the Digital and Editorial teams at large to help determine original content we can produce around the Center’s reporting, to best engage audiences, based on research into how different content performs;
• Work with the Digital team to help develop new avenues for promoting and distributing investigative journalism in digital formats;
• In collaboration with the Digital and Development departments, explore new “friendraising” and fundraising strategies across networks of young readers.

QUALIFICATIONS:

Required:
• Ph.D. in the humanities or humanistic social sciences
• Strong interest in independent investigative reporting
• Excellent communication skills and ability to write with a strong voice
• Ability to manage a variety of ongoing projects at the same time
• Excellent interpersonal and collaboration skills

Preferred:
• Experience and a demonstrated interest in researching how people engage with networked technologies
• A second language or a demonstrated familiarity with cultures other than the United States, such as French or German, where the Center is expanding its international journalistic activities and its development efforts

APPLICATIONS

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• All applications must be submitted through the ACLS Online Fellowship Application System (ofo.acls.org)
• Application deadline: March 19, 2014, 6 p.m. Eastern Daylight Time

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Activities related to the public information campaign include:
- Working with a social media consultant to develop the social media component of the campaign;
- Preparing digital communications;
- Conducting focus groups to gather information about the effectiveness of campaign materials;
- Raising funds to support the campaign (through proposals to foundations and raising funds from corporations);
- Helping to develop a public website for the campaign; and
- Developing a media toolkit for campus public relations officers.

Upon completion of the experience, the fellow will have developed a strong portfolio in communications, project management, and advocacy and be prepared to pursue a career in nonprofit strategic communications. He or she will have concrete evidence of expertise in print and digital communications, marketing, public relations, media relations, conference planning, public information campaigns, and fundraising.

QUALIFICATIONS

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

APPLICATIONS

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This position is only available through the ACLS Public Fellows program. You may not contact the host institution to inquire about this position.
• prepare and review a variety of reports, memoranda, and other material;
• represent ASPE and HHS at various meetings and events
• facilitate coordination and collaboration with colleagues and organizations within HHS and throughout the federal government; and
• perform related duties and tasks as they arise.

Analysts develop broad expertise in one or more general issue area (e.g. homelessness) to inform and assist the Administration and HHS leadership, various components of HHS, other federal agencies, and stakeholders.

QUALIFICATIONS

• Ph.D. in the humanities or humanistic social sciences
• Strong interest in human services research and policy
• Dedication to public service and to HHS mission
• Research and analytical skills
• Skill in communicating effectively orally and in writing
• Ability to work both independently and collaboratively in a fast-paced team environment
• Skill in planning, organization and time management
• Resourcefulness and ability to innovate and identify opportunities

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In coordination with the program directors and HRC’s communications staff, the Senior Content Manager would create social media plans around major events, including the release of new reports and participation in public speaking engagements. In all of these efforts, s/he would identify ways to connect the thoughtful analysis of data and research by the program directors with personal stories and creative messaging that engages new audiences in their work.

**QUALIFICATIONS:**

- Ph.D. in humanities or humanistic social sciences
- Excellent investigative and communication skills, with experience in social media and multimedia
- Strong familiarity with LGBT advocacy or other progressive advocacy preferred
- Facility with different story-telling approaches
- Organized, flexible, attentive to detail, self-starter and problem-solver
- Able to work independently and on teams and to meet deadlines
- Experience organizing content in clear, concise, accessible ways
- Experience using video and photography to tell stories highly desirable

**APPLICATIONS**

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2. Sharing Findings:
   - Create knowledge management framework to capture information gathered from each partner to be accessed by others at Kiva;
   - Develop process to share findings across regions; and
   - Work with Marketing and Communications team to share success stories stemming from loan products.

3. Developing Partnerships:
   - Identify organizations with core competency in impact assessment that could use Kiva’s partner base to do impact evaluations.
   - Engage with organizations to design impact assessments of Kiva’s portfolio.
   - Work with Kiva’s Development team to identify funders who may support these endeavors.

REQUIRED SKILLS AND QUALIFICATIONS

- PhD in the humanities or humanistic social sciences
- Knowledge of monitoring and evaluation methodologies
- Exceptional analytical skills
- Project management experience
- Flexibility and ability to adapt in a dynamic work environment
- Strong individual initiative and ability to work collaboratively
- Ability to interact effectively with people of other cultures, capacities, and organizations
- Strong computer skills and ability to learn new technologies quickly.
- Strong communication skills and ability to work in a fast paced entrepreneurial culture
- Proficiency in one of Kiva’s working languages (Spanish, French or Russian) desirable

Experience in or exposure to the following is desirable:

- Experience in or exposure to international business and operations
- Strong interest in microfinance, social enterprise or impact investing
- Familiarity with Salesforce

APPLICATIONS

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ORGANIZATION DESCRIPTION

Lenox Hill Neighborhood House, widely recognized as one of New York’s premier human services providers, is a 120-year-old settlement house that provides an extensive array of effective and integrated services – social, educational, legal, health, housing, mental health, nutritional, and fitness – which significantly improve the lives of 20,000 people in need each year, ages 3 to 103, on the East Side of Manhattan. Our clients include older adults, homeless and formerly homeless adults, children and families, recent immigrants, disabled persons, adult learners, and thousands more. We pride ourselves on our commitment to achieving an ongoing, organizational culture of excellence – programmatically, operationally, and fiscally – and to being the best nonprofit in New York. For information on Lenox Hill Neighborhood House, please visit www.lenoxhill.org.

POSITION DESCRIPTION

The Neighborhood House is now working to significantly expand our programs, organizational capacity, interconnectivity, and impact through new partnerships and seeks a Research and Partnership Manager to lead this effort. The Research and Partnership Manager will work at our main building located on East 70th Street on the Upper East Side of Manhattan. Working across the organization, with both executive and program staff, the Research and Partnership Manager will research and identify new partnership opportunities, form relationships, and develop and implement supplemental programs with academic, nonprofit, government, and corporate partners.

We are seeking experienced and motivated candidates with strong research, organization, networking, and teamwork skills who are knowledgeable about or interested in non-profit management, public health, and urban policy, in particular as they affect the lives of older adults, children, and immigrants. The Research and Partnership Manager will report to the Chief Program Officer, Carolyn Silver. Among the top priorities for the positions, the Research and Partnership Manager will assist the Senior Program Officer with developing and implementing a Care Transitions Initiative, an ambitious new component of our Case Management Program designed to provide the support services older adults need to remain healthy and independent and avoid hospital admissions or readmissions.

The Research and Partnerships Manager will

- Identify, build and maintain relationships with hospitals and other potential health care partners as part of our Care Transitions Initiative;
- Collaborate with staff to identify and pursue five partnership priorities to be accomplished each year;

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- Identify partners and help implement evidence-based health care program components (including a diabetes prevention piece) in our existing programs, including our two senior centers, Women’s Mental Health Shelter, supportive housing residence, and our Case Management Program;
- Work to identify and partner with outside academic researchers and help them implement research projects with our staff and clients to assess the impact of our initiatives on clients and the fields in which we work;
- Research and identify corporate and government partners to expand the impact of the Neighborhood House’s Healthy Foods and Wellness Program, and to package and share our model and best practices distilled from our pioneering farm-to-institution food service and nutrition and wellness education program;
- Identify and work with arts organizations interested in partnerships to engage our clients in new experiences; and
- Assess effectiveness of partnerships and new supplemental programs.

The Research and Partnership Manager will gain valuable skills and experience in nonprofit management and program development, urban affairs, public health, public policy, and in all of our program areas, including early childhood education, aging/older adults, housing/homelessness, women and mental health. The position will offer mentorship and career guidance as well as the opportunity to network and to work with individuals in a wide range of range of organizations and fields. The position will offer a unique opportunity for professional development, the ability to gain expertise in a wide range of programs and fields in one of New York City’s best nonprofit organizations, and enormous career potential.

QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Ability to manage multiple complex projects concurrently
- Strong written and verbal communication skills
- Excellent research and data organizational skills, including analysis, synthesis, and impact measurement
- Demonstrated ability to collaborate with others and develop and maintain positive working relationships
- Strategic planning skills
- Ability to work in a fast, complex nonprofit environment

APPLICATIONS

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• Development: Working with the Development department staff to identify funding sources for new initiatives; and preparing proposals to secure funding to sustain new programs.

• Outreach: Conducting outreach to elected officials to assess constituent needs and raise awareness of the Museum’s programs and services; Conferring with colleagues in other museums to discuss best practices for broadening audience outreach; Working with Communications staff to strategize about how to increase visibility with new audiences.

• Initiatives: Working in consultation with staff in the Education, Program, and Collections & Exhibitions departments to develop and implement new initiatives; formulating ways to shape Museum programs to meet the needs of populations that are currently underserved.

QUALIFICATIONS

• Ph.D. in the humanities or humanistic social sciences
• Superior written and oral communication skills
• Ability to initiate new programs
• Ability to work collaboratively with multiple stakeholders, both internal and external
• Strong research and analytical skills
• Familiarity with audience research and methods of statistical analysis are desirable.

APPLICATIONS

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holiday. (2) Developing a variety of special events and activities designed to engage audiences in the 2016 election cycle (January–November 2016), another key museum initiative.

Specific projects may include:

- Organizing a series of programs throughout the year that present timely and engaging discussions with prominent political voices to tackle tough issues associated with each civic holiday and at the heart of the 2016 election;
- Writing, developing, and training staff on programs associated with special events, such as student guides, interactive shows, and gallery talks;
- Soliciting and/or contributing articles to Constitution Daily, the Constitution Center’s nonpartisan online journal that offers analysis and commentary linking current and historic constitutional issues;
- Developing a range of interactive interpretive programs for the Constitution Center’s upcoming three-year exhibition on the Bill of Rights, civic holidays, and election programming;
- Supporting the Visitor Experience team in the script-writing and production of new episodes of the Constitution Hall Pass video series and engage in the live chats associated with the series;
- Working with the project team to re-conceptualize and update the Constitution Center’s online Interactive Constitution and build a scholarly and educational advisory council to curate the best of online constitutional content;
- Collaborating with Development staff to secure grants and meet all application and reporting guidelines and with Marketing & Communications department to cultivate promotional campaigns.

QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Ability to work well with others in a collaborative project and willingness to lead team from development to facilitation of project
- Interest in working with the general public, including family audiences and school groups
- Interest in online tools for content delivery and education
- Ability to develop and manage complex projects
- Excellent written and verbal communication skills
- Honed research skills
- Efficient time management and organizational skills
- Willingness to take initiative
- Ability to work both independently and collaboratively with internal departments as well as external partners and vendors
- Passion for the NCC’s mission and innovative ways to educate broad audiences
- Good sense of humor

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**PUBLIC FELLOWS PROGRAM**

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<thead>
<tr>
<th>Job Title:</th>
<th>Contributing Editor</th>
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<tbody>
<tr>
<td>Organization:</td>
<td>The New America Foundation</td>
</tr>
<tr>
<td>Location:</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>Stipend:</td>
<td>$65,000 with health insurance for fellow</td>
</tr>
<tr>
<td>Start Date:</td>
<td>July 14, 2014</td>
</tr>
</tbody>
</table>

**ORGANIZATION DESCRIPTION**

The New America Foundation is a nonprofit, nonpartisan public policy institute that invests in new thinkers and new ideas to address the next generation of challenges facing the United States. New America emphasizes work that is responsive to the changing conditions and problems of our 21st century information-age economy. The Foundation's mission is animated by the American ideal that each generation will live better than the last. That ideal is today under strain. With an emphasis on big ideas, impartial analysis and pragmatic solutions, New America strives to communicate to wide and influential audiences in order to change the country’s policy discourse in critical areas, bringing promising new ideas and debates to the fore. Launched in 1999, New America is now led by President Anne-Marie Slaughter and an outstanding Board of Directors, chaired by Eric Schmidt. For more information, visit [http://www.newamerica.org](http://www.newamerica.org).

New America’s Editorial Team creates and curates compelling editorial content to advance policy proposals from the Foundation’s programs. The team strives to showcase New America’s groundbreaking work across a number of issue areas such as economic policy, technology regulation, national security, and education policy. The Foundation has a strong track record of advancing ideas through various platforms—influential books, a website, a digital magazine, blogs, Twitter—as well as in its partner media outlets, such as Slate, The Atlantic, TIME, and Foreign Policy. Recently, the Editorial Team has launched the Foundation’s new digital magazine, called *The Weekly Wonk*, and an organization-wide blog, *In the Tank*, which both focus on the ideas and policy challenges that will shape our future.

**POSITION DESCRIPTION**

As part of the Editorial Team, the Contributing Editor will be responsible for strategizing about how to bridge the worlds of media and policy analysis and for contributing to the creation and dissemination of the team’s content.

The Contributing Editor would support this work by:

- Helping to analyze and develop New America’s broad editorial strategy, including identifying opportunities to expand the use of social media;
- Creating and curating blog posts, articles, opinion pieces, videos, infographics, podcasts, and multimedia packages;
- Coordinating with the Editorial and External Relations teams and policy programs throughout the organization on editorial projects, new media initiatives, and outreach strategies;
- Identifying opportunities for innovation online and in editorial products;
- Contributing to public relations planning and outreach; and
- Copyediting publications.

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QUALIFICATIONS:

- Ph.D. in the humanities or humanistic social sciences
- Superb written and analytical skills
- Strong interpersonal skills
- A sense of humor and grace under deadlines
- Proven interest in and aptitude for digital journalism and social media tools, including YouTube, Facebook, and Twitter
- A strong interest in public policy issues and politics
- Exemplary attention to detail and an energetic, team-player attitude
- Ability to work independently and with teams to meet deadlines

APPLICATIONS

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- Application deadline: March 19, 2014, 6 p.m. Eastern Daylight Time

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including how to incorporate new options like millage and other state subsidies into traditional funding approaches with evolving challenges, demands, and needs in current local and national funding environments.

Upon completion of the fellowship, the fellow will have developed diverse skills and gained valuable insight into museum and educational policy; fundraising and development from field-wide and city-wide perspectives; how community priorities are established; and how cultural organizations and sectors collaborate and compete.

QUALIFICATIONS:

- Ph.D. in the humanities or humanistic social sciences
- Interest in development of best practices for museums and cultural institutions
- Strong project management skills
- Ability to work well individually and collaboratively
- Excellent writing and public speaking skills
- Drive and ambition to navigate a challenging educational and fundraising environment

APPLICATIONS

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<tr>
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<th>Strategy and Planning Manager</th>
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<tbody>
<tr>
<td>Organization:</td>
<td>The Public Theater</td>
</tr>
<tr>
<td>Location:</td>
<td>New York, NY</td>
</tr>
<tr>
<td>Stipend:</td>
<td>$65,000 with health insurance for fellow</td>
</tr>
<tr>
<td>Start Date:</td>
<td>September 2, 2014</td>
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</table>

**ORGANIZATION DESCRIPTION**

As the nation's foremost theatrical producer of Shakespeare and new work, The Public Theater (www.publictheater.org) is dedicated to achieving artistic excellence while developing an American theater that is accessible and relevant to all people through productions of challenging new plays, musicals, and innovative stagings of the classics. Founded in 1954 by Joseph Papp as the Shakespeare Workshop, The Public is dedicated to embracing the complexities of contemporary society as it continues Joseph Papp's legacy of creating a place of inclusion and a forum for ideas.

Guided by this philosophy of inclusion, the Public has consistently broken new ground through high-quality productions that tackle the issues and interests of the time, provoking dialogues otherwise overlooked in the mainstream arena. To that end, the Public offers a comprehensive scope of community engagement and artistic development programs each year. These include the ongoing Free Shakespeare in the Park and a newly revived Shakespeare Mobile Unit; new programs such as Public Works and Public Forum that deepen connections between artists and audiences; a robust commissioning program that has produced some of the most cutting-edge work of our time; and numerous initiatives that help identify and nurture new talent, while providing crucial support for more established artists and writers.

**POSITION DESCRIPTION**

The Public Theater has embarked upon a three-year transformational sustainability project, initiated through the generous support of a major donor. The Public has identified four specific areas of sustainability—encompassing its mission, finances, human resources and operations—and is now poised to take the next step to communicate, implement and measure the project.

The Strategy and Planning Manager will take on two initiatives over the course of the fellowship. During the first initiative, to take place in 2014-15, s/he will play a vital role in enacting the short term strategic “sustainability plan” developed by the Organizational Development Consultant and Executive Director, and will spearhead the search for a Strategic Planning Consultant, to be hired by early 2015. Working across all departments and with internal stakeholders, the Strategy and Planning Manager will collaborate with The Public’s Organizational Development Consultant to enact the sustainability plan. Throughout the first year, s/he will manage internal communication of the sustainability plan; lead data gathering and analysis; and build a tactical framework to actualize the sustainability plan’s recommendations and goals. Using the appropriate indicators and statistical tools, the Strategy and Planning Manager will also examine the institution’s resources, help explore levels and sources of program funding, and synthesize data related to The Public’s efforts to juxtapose performance with cultural dialogues and its impact on audience reception and public understanding.
During the second initiative, to take place in 2015-16, the Strategy and Planning Manager will serve as the primary conduit between the Strategic Planning Consultant and the institution. Together with the Strategic Planning Consultant, he/she will develop a five-year strategic plan marked by expansion and innovation, both on the programmatic and institutional levels, to be enacted in 2017-22. The Strategy and Planning Manager will interface with McKinsey & Co., consultants to The Public throughout both initiatives, to harness trends, identify guideposts, and mobilize resources. Upon completion of the fellowship, the Public Fellow will have been instrumental in developing a strategic plan for one of the nation’s preeminent cultural organizations, honed his/her ability to define and execute major deliverables and milestones of a strategic plan, refined his/her cross departmental communication skills, gained valuable connections and trust within the organization and field, and will be poised to pursue a career in non-profit management, strategic planning/consulting, and management consulting.

QUALIFICATIONS:

- Ph.D. in the humanities or humanistic social sciences
- Strong communication skills
- Ability to work independently and as a member of a team
- Drive to understand and leverage The Public’s mission of access, inclusion and empowerment within the cultural landscape
- Capacity to articulate and analyze The Public’s impact on the community and the field as a theater of ideas, where performance and cultural dialogues intersect to reflect contemporary issues and diverse communities
- Some project management and strategic planning experience preferred, as well as a demonstrated interest in business management

APPLICATIONS

- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 19, 2014, 6 p.m. Eastern Daylight Time

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

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Program Manager – Policy &amp; Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>San Francisco Arts Commission (SFAC)</td>
</tr>
<tr>
<td>Location:</td>
<td>San Francisco, CA</td>
</tr>
<tr>
<td>Stipend:</td>
<td>$65,000 with health insurance for fellow</td>
</tr>
<tr>
<td>Start Date:</td>
<td>July 14, 2014</td>
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**ORGANIZATION DESCRIPTION**

Established by charter in 1932, the San Francisco Arts Commission (SFAC) is the City agency that champions the arts. We believe that a creative cultural environment is essential to the City’s well-being and we strive to integrate the arts into all aspects of city life. Our programs include: Civic Art Collection, Civic Design Review, Community Arts & Education, Cultural Equity Grants, Public Art, SFAC Galleries, and Street Artist Licensing. To learn more visit sfartscommission.org

The Cultural Equity Grants program awards project-based grants to San Francisco Arts Organizations and individual artists to nurture the continued growth of a vibrant arts scene that celebrates the City’s diversity and its variety of cultural traditions.

**POSITION DESCRIPTION**

The San Francisco Arts Commission is currently in the process of completing a strategic plan that will guide our activities over the next five years. Our draft goals focus on agency realignment, in order to work collaboratively and as a cohesive whole, rather than in silos, and reassessment of our programmatic functions, in order to ensure we are building capacity within the non-profit arts ecosystem, rather than competing with the sector. We are moving toward focusing our work in three areas: investing in a vibrant arts sector, creating an enhanced urban environment, and shaping innovative cultural policy.

We anticipate that implementation of the strategic plan will involve making changes to our organizational chart. Under the new structure of the SFAC, the Cultural Equity Grants Program Director will be responsible for overseeing the work plan associated with aligning the agency’s entire grant making activities.

SFAC seeks to engage a Public Fellow to focus on grant-making systems evaluation and change. This position will report to the Cultural Equity Grants Program Director. The first year would be an assessment and recommendation phase, including an evaluation of current processes and strategy, best practice research, and recommendations aimed at improving efficiency and effectiveness. We are interested in incorporating data-based decision making into all of our programmatic work, and ensuring we have measurable objectives and outcomes in place in order to understand our impact. The second year of the position would be the implementation phase, with the fellow overseeing the transition to the new systems.

This position is **only** available through the ACLS Public Fellows program. You may **not** contact the host institution to inquire about this position.
The scope of work includes but is not limited to:

- Grant categories
- Project vs. operational grant support
- The grant application process
- The panel selection and grant review process
- Technical assistance to potential grantees
- Grantee accountability
- Breadth vs. depth in funding models
- Return on investment

The fellowship will provide the opportunity to gain valuable work experience in local government, philanthropy, and the arts and culture sector in San Francisco.

QUALIFICATIONS:

- Ph.D. in the humanities or humanistic social sciences
- Strong analytical and critical thinking skills
- Excellent written and verbal communication skills
- Demonstrated knowledge of program evaluation methodology
- Ability to present clear accessible data and findings
- Ability to synthesize data for practical application, and experience in facilitating use of data to inform decision-making
- Ability to work well independently as well as with a team
- Intellectual curiosity, creativity, and a strong desire and capacity to work in a diverse and challenging environment
- Interest in and experience with systems and organizational change
- Experience working with and understanding issues facing artists and arts organizations/ and or non-profits serving historically underserved communities
- Knowledge of philanthropy and/or nonprofit operations
- Experience working in or with government desired

APPLICATIONS

- Information on the ACLS Public Fellows Program: http://www.acls.org/programs/publicfellows/
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 19, 2014, 6 p.m. Eastern Daylight Time
PUBLIC FELLOWS PROGRAM

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Public Outreach Manager, Our American Journey</th>
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<tbody>
<tr>
<td>Organization:</td>
<td>Smithsonian Institution, Grand Challenges Consortia</td>
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<td>Location:</td>
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<td>Stipend:</td>
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<tr>
<td>Start Date:</td>
<td>September 2, 2014</td>
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ORGANIZATION DESCRIPTION

*Our American Journey* is a vibrant example of a research, education and exhibition program that promotes interdisciplinary examination of immigration and migration. Housed in the National Museum of American History Division of Home and Community Life, this initiative involves over 30 Smithsonian researchers from across the institution. Its goal is to examine the people, things, and ideas originating from waves of people coming to the United States whose interactions here make America distinctive and dynamic. It will explore how their cultures change and how these waves of migration change America.

The results of this research will be translated for public engagement at the 2015/2016 National Folklife Festival and incorporated into a long-term exhibit at the Smithsonian Institution’s National Museum of American History. Auxiliary materials and resources will also be developed; including a website featuring curated personal stories and objects, research findings, a data registry, and training guides for educators and community leaders; a DVD for classroom use that captures the project’s highlights; and a book that compiles and interprets current scholarship for a general audience.

POSITION DESCRIPTION

As part of the *Our American Journey* team, the Public Outreach Manager will fill a key component of the project by functioning as a link between our curators and researchers in various disciplines, both externally and within the Smithsonian. He/she will be responsible for working with scholars in different fields, external partners in museums and other cultural organizations, educators, and the general public to explore questions of how America’s history of migration has made it the nation it is today. The Public Outreach Manager will be charged with developing programs and materials to bring this information to key audiences in ways that illuminate historical perspectives and provide fresh contexts for important contemporary issues.

By contributing to the conceptualization and development of tools and resources for national outreach through this initiative, the Public Outreach Manager will gain deep experience and master strategies for creative interdisciplinary collaborations that will position them well for future careers oriented to research, education, and exhibition programs.

Responsibilities will include:

- Work with Smithsonian scholars and information technology staff on developing a toolkit for community-based research and exhibition development and a material culture database. The toolkit will allow the team to collect information from all sections of the country that will populate a unique database with personal stories and the objects that are the pathways to the stories. The database will be available to scholars and the general public in perpetuity.

This position is **only** available through the ACLS Public Fellows program. You may **not** contact the host institution to inquire about this position.
- Provide leadership and support to conceptualize and identify case studies that illustrate larger themes and messages about U.S. immigration and migration and the resultant cultural dynamism of American culture. The Public Outreach Manager will work closely with senior mentors to design a multi-methods research strategy for this case-study selection and development, which the Public Outreach Manager will then independently implement. This may include the identification of images and objects, the generation of interview protocols and the collection of oral histories related to selected case studies.

- Research and develop the case studies to showcase historical examples of the diversity and dynamism of American culture in collaboration with the Smithsonian partner network of “First Voice” (community-based) institutions, and for constituencies with interest in youth media projects and material culture.

- Contribute to the educational efforts of the initiative by collaborating with Smithsonian educators and public programs on materials for formal and informal education including relevant curriculum materials for elementary, secondary, and post-secondary students.

- Work with Center for Folklife and Cultural Heritage curators and program staff to conceptualize, identify, and develop activities and presentations at the 2015 and 2016 Smithsonian Folklife Festival programs relating to immigration and migration. This may take the form of research and community outreach to identify potential Folklife Festival participants.

**QUALIFICATIONS**

- Ph.D. in the humanities or the humanistic social sciences
- Excellent administrative, analytical, research, and writing skills
- Exceptional written and communication skills
- Good problem solving abilities
- Flexible, attentive to detail, self-starter, and organized
- Able to work independently and on teams and to meet deadlines
- Ability to make linkages with scholars in multiple disciplines and synthesize the information for a general audience
- Strong digital resource development skills
- Experience working with youth and digital media preferred

**APPLICATIONS**

- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 19, 2014, 6 p.m. Eastern Daylight Time
This position is **only** available through the ACLS Public Fellows program.
You may **not** contact the host institution to inquire about this position.
Overall, the Officer will be responsible for taking emerging programs, ideas, research and debates and creatively finding how to bring them to key audiences in ways that provoke conversation and lead to positive action. While the Officer will collaboratively craft the strategy for activities during the fellowship, examples of potential activities include:

- Writing of thought leadership white papers, articles for the general public, blogs which address areas of focus – to be featured on an upcoming “SI Global” website;
- Convening symposia and conferences around strategic areas of focus and, as necessary, writing proposals to secure funding for such activities;
- Nurturing partnerships with leading organizations in field of focus and developing effective collaborations;
- Identifying and implementing other presentations and speaking opportunities for OIR and/or SI cultural heritage/science professionals across the US and globally;
- Developing plans for expanded and longer term fellowship programs that support international strategies of the Institution;
- Pending availability of funding, traveling internationally to work with and experience our international programs in order to more effectively write about them, or traveling to attend international symposia.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences
- A record of academic excellence and unstoppable intellectual curiosity
- Ability to be a strong team player, to contribute to positive working environments, to work independently and in groups
- High level of skill in written communications
- The maturity to conduct oneself with tact and diplomacy in working with senior officials from diverse backgrounds
- Experience living, studying, or working abroad and fluency in at least one foreign language, written and spoken

APPLICATIONS

- Information on the ACLS Public Fellows Program: http://www.acls.org/programs/publicfellows/
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 19, 2014, 6 p.m. Eastern Daylight Time
This position is only available through the ACLS Public Fellows program. You may not contact the host institution to inquire about this position.
The Policy Analyst will

- Develop research designs and data analysis plans, design and implement analysis, synthesize data and draft research publications;
- Develop presentations to communicate findings to internal and external audiences as necessary;
- Identify effective strategies for addressing complicated data inquiries from UNCF stakeholders;
- Cultivate an understanding of pertinent education policy issues, particularly as they pertain to federal financial aid;
- Analyze federal education data that impacts relevant issue areas for UNCF stakeholders;
- Develop substantive advocacy materials, such as fact sheets, issue briefs, talking points, letters and testimony, for specific issue areas;
- Assist in the coordination and facilitation of a scholarship program, including but not limited to developing a faculty mentorship program for undergraduate and graduate students, in close partnership with UNCF Scholarships, Programs, Internships and Fellowships (SPIF) staff and HBCU faculty; and
- Respond to requests for information, as required.

QUALIFICATIONS:

- Ph.D. in the humanities or humanistic social sciences
- Strong analytical skills, including the ability to synthesize complex or diverse information
- Project management experience, especially in the development of project planning and coordination and workflow design
- Excellent oral communication and persuasive speaking skills
- Highly developed written communication skills, with proven ability to tailor messages that are persuasive and appropriate for diverse audiences, and with attention to timeliness, accuracy and detail
- Strategic thinking, with a facility for adapting project strategy to changing conditions
- Sound and accurate judgment and a willingness to make timely decisions
- Creative thinking and resourcefulness, with a penchant for developing innovative approaches to problems
- Orientation toward conducting postsecondary education relevant research, data collection, and analysis

APPLICATIONS

- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 19, 2014, 6 p.m. Eastern Daylight Time
This position is **only** available through the ACLS Public Fellows program.
You may **not** contact the host institution to inquire about this position.
The Digital Producer will develop and implement new digital projects from research, planning, content production, through quality assurance and evaluation. He or she will work closely with other TTBOOK producers and outside experts as needed to broaden TTBOOK’s radio content for users of various digital platforms, ranging from mobile applications to e-books. TTBOOK is a creative environment that offers the opportunity to work on high-profile public-access projects. Additional responsibilities include creating proposals, work estimates, budget development and management, strategic planning, and strategic visioning for how public radio can engage with technology to serve its audience.

QUALIFICATIONS

• Ph.D. in the humanities or humanistic social sciences
• A passion for the public humanities and public radio
• Intellectual curiosity and a familiarity with a broad range of subjects, from the humanities to the social and natural sciences
• Strong project management, technical, and communication skills, including the ability and desire to communicate with a non-academic, public radio audience
• Experience with generating and implementing creative ideas on multi-media platforms
• Ability to generate and execute original work independently and assume responsibility for developing a new project, while taking direction from the TTBOOK management
• Ability to work both independently and a desire to work collaboratively
• Motivation, a positive attitude, and the ability to maintain a culture of ongoing learning

APPLICATIONS

• Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
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<tr>
<th>Job Title:</th>
<th>Program Manager</th>
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<tbody>
<tr>
<td>Organization:</td>
<td>Zócalo Public Square</td>
</tr>
<tr>
<td>Location:</td>
<td>Santa Monica, California</td>
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<tr>
<td>Stipend:</td>
<td>$65,000 with health insurance for fellow</td>
</tr>
<tr>
<td>Start Date:</td>
<td>September 2, 2014</td>
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ORGANIZATION DESCRIPTION

Zócalo Public Square is a not-for-profit ideas exchange that blends live events and humanities journalism. We partner with educational, cultural, and philanthropic institutions to present free public events and conferences in cities across the U.S. and beyond, and to publish original daily journalism that we syndicate to more than 100 media outlets nationwide, including Time, Popular Science, USA Today, and the Gannett newspapers. At a time when our country’s public sphere is narrow and polarized, Zócalo seeks to be a welcoming intellectual space where individuals and communities can tackle fundamental questions in an accessible, nonpartisan, and broad-minded spirit. We are committed to translating ideas to broad audiences and to engaging a new, young, and diverse generation in the public square.

In 2003, Zócalo hosted four events at one Los Angeles location. In 2012, we hosted 70 events in 11 cities at 27 different venues and published over 600 essays and articles. In 2014, in partnership with the Smithsonian Institution’s National Museum of American History, we will launch a new national conversation, “What It Means to Be American.” Over three years, through daily publishing and public events in eight cities around the country, we will explore America’s history of migration, immigration, and democracy—and how they continue to shape our nation and our lives today.

POSITION DESCRIPTION

Zócalo Public Square seeks a Program Manager to work with our Publisher, Managing Director, and Editor on translating new scholarship, contemporary issues, and big ideas into live public events and humanities journalism with the broadest possible reach. The Program Manager will learn how to conceive of and plan high-concept events framed by urgent, visceral questions; how to apply the practices of the humanities (deep analysis, critical understanding, historical insight, and creative reflection) to journalistic forms (articles, essays, interviews, and live programs); and how to use the best contemporary scholarship to understand local, national, and global issues as well as to find issues and problems to which new research can be applied.

The Program Manager will work with Zócalo’s partners—top universities and nationally renowned museums—to translate their work to the public and to bring their high-profile thinkers to diverse audiences. The Program Manager will also conceive of ideas, subjects, writers, and speakers for articles, essays, and events; create and shape new editorial series and initiatives; and connect Zócalo with writers and speakers in academia and beyond. The Program Manager will play a key role in the day-to-day operations of “What It Means to Be American,” working closely with our entire staff on rolling out our new website, which launches in June 2014, and the national event series that begins later in the year.

This position is only available through the ACLS Public Fellows program. You may not contact the host institution to inquire about this position.
Upon completion of the fellowship, the Program Manager would be poised to work in public programming or communications for a museum, university, or other cultural organization. S/he will also gain editorial experience that will provide a strong background in digital publishing.

QUALIFICATIONS:

- Ph.D. in the humanities or humanistic social sciences
- Strong research, communications, and writing skills
- Ability to work independently and on collaborative projects
- Interest in current events and innovative journalism
- Ability to travel and work some evenings and weekends
- Highly organized, flexible, independent
- Experience working with diverse audiences highly desirable
- Public programming, digital publishing, and/or communications experience preferred

APPLICATIONS

- Information on the ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
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