



## PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Associate Director for Diversity, Equity, and Student Success
<b>Organization:</b>	Association of American Colleges & Universities
<b>Location:</b>	Washington, DC
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

**ORGANIZATION DESCRIPTION**

The Association of American Colleges & Universities (AAC&U) is the leading national association concerned with the quality, vitality, and public standing of undergraduate liberal education. Its members are committed to extending the advantages of a liberal education to all students, regardless of academic specialization or intended career. Founded in 1915, AAC&U now comprises more than 1,350 member institutions—including accredited public and private colleges, community colleges, research universities, and comprehensive universities of every type and size.

AAC&U's Office of Diversity, Equity, and Student Success (DESS) accelerates broad-scale systemic innovation to advance educational practices that engage diversity and challenge inequities in order to make excellence inclusive for all college students. *Making Excellence Inclusive* is AAC&U's guiding principle for access, student success, and high-quality learning. It is designed to help colleges and universities integrate diversity, equity, and educational quality efforts into their missions and institutional operations. Please visit our website to learn more: [www.aacu.org](http://www.aacu.org).

**POSITION DESCRIPTION**

In July 2016, AAC&U joined with more than 120 diverse organizations and individuals as partners in the W.K. Kellogg Foundation's (WKKF) Truth, Racial Healing & Transformation (TRHT) enterprise. The enterprise seeks to help communities embrace racial healing and uproot conscious and unconscious beliefs in a hierarchy of human value. To learn more about the initiative and its coalition members, please click the following link: [www.aacu.org/trht](http://www.aacu.org/trht). AAC&U is working with the WKKF to empower the next generation of strategic leaders and critical thinkers at higher education institutions to engage with their communities in transforming America's racial narrative into a productive one.

Under the supervision of the Vice President for Diversity, Equity, and Student Success, the associate director will be responsible for managing the programmatic and logistical efforts to develop AAC&U's TRHT institutes that will provide the training and professional development necessary to launch the first 10 Centers for Truth, Racial Healing, and Transformation at designated colleges and universities. At these institutes, center teams will learn about effective evidence-based practices from the America Healing initiative and the TRHT enterprise, analyze community data to establish place-based goals, share ideas and lessons learned from other partner organizations, and identify specific strategies for pursuing racial healing and systems change goals.

An online platform will be used to enable people from various centers to communicate with one another on a regular basis throughout the design and implementation phases. The Associate Director for DESS

will manage communications with the centers, and will review and provide feedback on progress reports and evaluation plans that will be developed to measure progress.

The Associate Director for DESS will benefit from the mentorship of AAC&U's president, and other senior staff. At the conclusion of the fellowship, s/he will be prepared to serve in multiple non-profit leadership roles at the national, regional, state, and local levels, including, but not limited to, project/program director, research/policy analyst, communications specialist, and community outreach and membership engagement director.

Key duties and responsibilities:

- Plan, organize, and implement AAC&U's TRHT institutes;
- Manage regular communications with TRHT center teams, including oversight of the online communications platform;
- Assist in the development of the institute curriculum and faculty training;
- Coordinate meeting logistics with AAC&U's conference planning staff and site location staff;
- Oversee evaluation efforts;
- Develop publications and resources for dissemination;
- Submit progress reports to funding organizations; and
- Present initiative findings at national and regional conferences.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Strong organizational and project management capacities, including budget management, meeting planning, and project evaluation;
- Commitment to inclusive excellence in higher education, and interest in issues related to race, racism, and social justice;
- Strong analytical skills and an understanding of qualitative and quantitative research methods and/or willingness to learn new methods;
- Superior communication skills, written and oral, and an ability to articulate a compelling message to a variety of audiences;
- Familiarity with or aptitude for online platforms for inter-campus communication and evaluation;
- Demonstrated ability to work effectively across disciplines in a collaborative environment; and
- Ability to take direction, assume increasingly independent responsibility, and provide appropriate follow-up on project-based work.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:  
[www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Program Manager
<b>Organization:</b>	Association of College & Research Libraries
<b>Location:</b>	Chicago IL
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

### ORGANIZATION DESCRIPTION

The Association of College & Research Libraries (ACRL) is the higher education association for librarians. Representing more than 10,500 academic and research librarians and interested individuals, ACRL (a division of the American Library Association) develops programs, products, and services to help academic and research librarians learn, innovate, and lead within the academic community. Founded in 1940, ACRL is committed to advancing learning and transforming scholarship. ACRL is on the Web at [acrl.org](http://acrl.org), Facebook at [facebook.com/ala.acrl](https://www.facebook.com/ala.acrl) and Twitter at [@ala\\_acrl](https://twitter.com/ala_acrl).

### POSITION DESCRIPTION

The Program Manager will advance one of our highest priorities by contributing to ACRL's efforts to improve research around library contributions to student learning and success, which ties directly to our **strategic goal** that academic libraries demonstrate alignment with and impact on institutional outcomes. Working with an engaged community of academic librarians and library researchers, the Program Manager will advance research focused on student learning and success and promote findings to resonate across the network of higher education stakeholders.

Additionally, this position will help academic library professionals to more fully embrace the future of information and libraries in higher education. The Program Manager will create and deliver content, programs, and services that encourage academic library professionals, their learning partners, and scholars to work collaboratively. Specific responsibilities include:

- Supporting the dissemination and use of a forthcoming ACRL publication, “**Action-Oriented Research Agenda on Library Contributions to Student Learning and Success.**”
- Facilitating the research community's collaboration by developing an ACRL clearinghouse for prospective researchers to identify partners for a multicampus investigation.
- Developing and administering a program to award mini-grants (funded by ACRL) to institutions interested in conducting research suggested by the action-oriented research agenda.
- Promoting and disseminating findings of this ACRL-funded research, through participation in events or public presentations, to the larger network of academic libraries and higher education stakeholders.
- Developing and administering a program to support academic librarians’ strategic participation in the larger conversations of higher education, including but not limited to engagement in meetings of disciplinary and scholarly societies, accrediting agencies, and higher education associations.

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- Serving as an expert resource for ACRL committees, such as the **Research Planning and Review Committee**, and contributor to ACRL publications, such as the **ACRL Top Ten Trends** report and the **ACRL Environmental Scan**.
- Collaborating with the **American Library Association's Center for the Future of Libraries** to integrate research and best practices into the promotion of trends influencing the development of the libraries of the future.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Interest in bridging scholarship to practice, and supporting scholar-practitioners;
- Strong work ethic, self-directed, and high degree of diplomacy;
- Demonstrated ability to work collaboratively and effectively with a wide range of stakeholders;
- Aptitude for planning, developing, and delivering multifaceted, multistakeholder programs;
- Excellent organizational and process management skills;
- Demonstrated written communication and oral presentation skills;
- Flexible with entrepreneurial spirit; and
- Ability to thrive in a fast-paced environment.

## APPLICATIONS

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Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Program Analyst, Education and Community Engagement
<b>Organization:</b>	Brooklyn Academy of Music (BAM)
<b>Location:</b>	Brooklyn, NY
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

### ORGANIZATION DESCRIPTION

Brooklyn Academy of Music (BAM) presented its first performance in 1861 and began operations in its present Fort Greene location in 1908. Today, BAM has a worldwide reputation as a leader in artistic innovation and has grown into a model urban arts center focused on both international issues in the arts and local community needs. BAM's mission is to be the home for adventurous artists, audiences, and ideas. Its enduring purpose is to provide a distinctive environment in which its audiences—annually, nearly 750,000 people from New York City and beyond—may experience a broad array of aesthetic and cultural programs. Annual series include the Next Wave Festival, a vital force for progression and risk-taking in the performing arts; BAM's Winter/Spring Season, which presents innovative interpretations of classic works; and BAMcinématek, Brooklyn's only daily year-round repertory film program. BAM deepens the impact of its presentations through BAM Education, which includes after-school, in-school, and family programs; evening and weekend humanities programs; the BAMcafé Live series, celebrating emerging artists; BAM Visual Art; and free community programs. Over the past four years, with the new resources provided by the BAM Richard B. Fisher (opened in fall 2012 as the first addition to BAM's campus since 1987), BAM was able to double the size of the annual Next Wave Festival and piloted several new education programs, increasing BAM Education's reach from 28,000 to 40,000 teachers, students, and adult learners. Please see BAM's website for details on all programs: [www.bam.org](http://www.bam.org).

### POSITION DESCRIPTION

BAM's education and community engagement departments aim to provide rigorous, inclusive arts education programming and to promote equity in and access to the arts throughout Brooklyn's diverse communities. Working with the education department's director of operations, and in close collaboration with the Vice President for Education and Community Engagement, the Director of Education and Family Programs, and the Director of Community Programs, the Program Analyst will: (1) evaluate and articulate the scope and impact of BAM's education and community programs; (2) identify measurement strategies for each program; and (3) create new institutional mechanisms for analyzing and tracking impact. This research and the accompanying tracking mechanisms will help program and executive leadership set annual and long-term program goals, assess outcomes, modify existing programs, and launch new initiatives, with the goal of providing a roster of programming that is accessible to audiences and responsive to the needs of BAM's community. While this is a new position, it will build and expand on the work of BAM's former Program and Evaluation Coordinator.

By the end of the fellowship, the program analyst will have developed expertise in research and evaluation methods in the context of arts education and community engagement; analyzing demographic data; creating tactics and metrics for measurement of this data; and understanding the role of diversity and

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inclusion in an organization's success—skills that are increasingly valuable in for-profit, non-profit, and government organizations.

Key duties and responsibilities:

- Identify and develop appropriate organizational tools, protocols, and best practices related to program and impact evaluation;
- Synthesize information into clearly articulated oral and/or written presentations, recommendations, and institutional procedures;
- Provide technical and logistical support to program managers and teaching artists for the implementation of program and impact evaluation initiatives;
- Analyze existing program and demographic data;
- Work collaboratively with BAM leadership, curatorial, administrative staff, and other research partners to ensure that research and evaluation initiatives produce data that is integrated, coordinated, and mutually supportive;
- Communicate how impact evaluation advances BAM's mission/institutional goals; and
- Perform other duties as assigned.

The program analyst will build skills in the following areas:

- Monitoring and evaluation methodologies;
- Database development and management;
- Planning and implementation of field-based research; and/or
- Qualitative and quantitative data analysis software.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Interest and experience in qualitative and quantitative research methods;
- Strong analytical skills and ability to synthesize complex research and data into coherent and compelling narratives for diverse stakeholders;
- Ability to collaborate effectively with colleagues across multiple departments;
- Passion for inclusion, listening, engaging diverse communities, and the arts;
- Multicultural experience and cross-cultural competency;
- Skill in planning, development, and fulfillment of multi-faceted, multi-stakeholder projects;
- Strong attention to detail, accuracy, and thoroughness; and
- Ability to learn new applications as required.

## APPLICATIONS

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Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Program Analyst
<b>Organization:</b>	Boston Housing Authority
<b>Location:</b>	Boston, MA
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	August 1, 2017

### ORGANIZATION DESCRIPTION

Boston Housing Authority (BHA) provides affordable housing to more than 58,000 residents in and around the City of Boston. Residents are assisted through a combination of public housing and federal and state voucher subsidy programs that provide a wide variety of housing opportunities. As the largest public housing authority in New England, the BHA houses close to 9 percent of the city's residents and manages a \$250,000,000 annual budget. Our mission is to provide stable, quality affordable housing for low and moderate income persons; to deliver these services with integrity and mutual accountability; and to create healthy living environments which serve as catalysts for the transformation from dependency to economic self-sufficiency when possible. Please visit our website at [www.bostonhousing.org](http://www.bostonhousing.org).

### POSITION DESCRIPTION

Working with the Center for Community Engagement and Civil Rights (CCECR) under the direction of the Director of Civil Rights, the program analyst will support the design and implementation of housing mobility programming for applicants and residents with a team that focuses on sustainable communities. CCECR assists BHA residents and applicants to more easily and readily access information, services, and rights. CCECR is comprised of the civil rights division, language access division, community and elderly services division, contract compliance division, and resident employment and empowerment division.

Building upon prior research documenting the concentration of voucher holders in distressed neighborhoods and informed by BHA-specific data identified in “An Emerging Portrait of Boston Housing Authority Voucher Holders” (available upon request) and national best practices, the Program Analyst for CCECR will support the research and implementation of a new Housing Mobility Pilot Program. The Program Analyst will work with the BHA, The American City Coalition, and other partners to develop and implement data-informed strategies and policies that address the barriers limiting voucher use in opportunity-rich communities (strong schools, safe streets, and access to jobs and transportation) in Boston and Greater Boston.

S/he will work closely with the BHA partners to help develop the tools and training needed to support families as they make informed housing choices. This work will include additional research on issues related to housing markets, voucher use, and residential segregation, as well as developing the resources and information necessary to expand housing and neighborhood options. This also will include coming up with ways to increase access to rental listings, analyzing metropolitan area property data, and evaluating relocation outcomes.

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The individual in this role will draft specific policies for equalizing opportunity for BHA residents to use vouchers in opportunity-rich areas. S/he will work closely with several BHA Departments including Operations, Occupancy, Planning and Real Estate Development, Fiscal, Legal and Planning, external community partners, HUD, DHCD, and City of Boston agencies to create and implement the pilot program and related supports.

The BHA expects the result of this work will be 1) expanded residential choices and exposure to a wider range of opportunities for households at the initial pilot sites (Whittier and Charlestown), and 2) enhanced capacity among BHA and its partners to replicate housing mobility strategies for voucher participants.

Key responsibilities include:

- Research and develop housing mobility tools, strategies, and policies for the local context;
- Introduce and implement organizational policies to facilitate development of the pilot program;
- Communicate positions of the agency to internal and external stakeholders;
- Assist with correspondence, progress reports, and comprehensive reports;
- Assist with special projects and reports as needed; and
- Perform other related duties and equity and inclusion projects as required.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Experience and interest in affordable housing, civil rights, social justice, and/or income inequality issues;
- Excellent research and analytical skills, and ability to communicate complex findings to diverse audiences;
- Flexibility, initiative, and problem-solving abilities;
- Excellent interpersonal and collaborative skills, with expertise in organizing and coordinating work to effectively use staff resources;
- Demonstrated competence and sensitivity to working with low-income, culturally diverse individuals is required, as well as a commitment to the mission of the Boston Housing Authority;
- Ability to think logically, analyze problems, follow systematic procedures, work independently, and develop critical path schedules is required;
- Demonstrated knowledge of Microsoft Word, Excel, Outlook, and Powerpoint; knowledge of Microsoft Project preferred; and
- Verbal Spanish proficiency preferred.

## APPLICATIONS

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PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Program Evaluator
<b>Organization:</b>	Community Partners
<b>Location:</b>	Los Angeles, CA
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

### ORGANIZATION DESCRIPTION

Community Partners offers expert guidance, essential services, and a strong dose of passion to help foster, launch, and grow creative solutions to community challenges. For close to 25 years, hundreds of individuals, groups, foundations, and other institutions have worked with Community Partners to create new nonprofit projects, establish coalitions, and manage major philanthropic initiatives to benefit the region. Across all program areas, Community Partners works toward our organizational vision: a vibrant society in which individuals and institutions use knowledge, resources, and relationships to build equitable, democratic, and thriving communities. Our work includes:

**Fiscal Sponsorship:** We provide the structure, finance and administrative services, expert counsel, and connections that help nonprofit leaders succeed.

**Grantmaker Partnerships:** We help foundations, corporations, government agencies, and other institutions achieve greater impact.

**Knowledge Sharing:** We offer workshops, reports, speaking engagements, and a range of publications to help strengthen the field.

Community Partners today works with upwards of 150 projects and initiatives and manages over \$42 million in revenues annually. Our work spans the fields of civic engagement, arts and culture, education, social justice, health, public policy, social services, and youth. To learn more, please visit us at [www.communitypartners.org](http://www.communitypartners.org).

### POSITION DESCRIPTION

The Program Evaluator reports to the Director of Programs and will be responsible for creating an evaluation framework for fiscal sponsorship that will help Community Partners assess the impact of our assistance to our sponsored projects. As a member of our fiscal sponsorship team, the Program Evaluator will also serve as a resource to our fiscally-sponsored projects to help them assess and design their individual data collection and evaluation needs.

The Program Evaluator will be expected to:

- Work with colleagues on Community Partners' core staff to develop a framework for employing data collection, analysis, and synthesis in support of data-based decision making to help guide our selection process and capacity-building and training efforts with fiscally-sponsored projects.
- Lead an evaluation workgroup within Community Partners' core staff to manage the data collection and analysis within our fiscal sponsorship program.

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- Update and refine Community Partners' analysis and promotion of the financial benefits of fiscal sponsorship as a path to nonprofit sustainability.
- Interact with emerging civic entrepreneurs and nonprofit leaders in our fiscal sponsorship program to assess and support their data collection and evaluation needs.
- Analyze evaluation methods and demonstrate creative problem solving.
- Keep abreast of current trends and issues in Los Angeles and in the national nonprofit sector, and state-of-the-art approaches in organizational and leadership development.
- Work in collaboration with other program staff to oversee logistics and plan content for peer-learning gatherings, trainings, and conferences.
- Prepare reports, correspondence, proposals, and other documents.
- Document and disseminate findings in various formats, targeting specific audiences.
- Perform other duties as assigned.

By the end of the fellowship, the Program Evaluator will be well prepared to serve in a range of fields, including public policy, program development, community development, civic engagement, organizational or community capacity building, evaluation, or philanthropy.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Experience with or sincere interest in working with diverse groups and in a team environment, with a collaborative and consultative style;
- Excellent organizational, analytical, and written/oral communication skills; strong writing and editing ability required;
- Ability and desire to work with a wide range of community leaders, from grassroots efforts to multi-million-dollar initiatives;
- Ability to manage multiple priorities and deadlines;
- Experience with planning content and logistics for meetings and trainings a plus; and
- Ability to travel within Los Angeles County on a regular basis, with national travel possible for conferences and meetings two to three times a year.

## APPLICATIONS

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PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Development Manager
<b>Organization:</b>	The Feminist Press
<b>Location:</b>	New York, NY
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

### ORGANIZATION DESCRIPTION

The Feminist Press, founded in 1970, is the longest-running feminist publisher in the world. The Feminist Press, or FP, has always been an activist press, closely linked to the women's movement and women's studies at its inception and committed to recovering a lost literature—work that had gone out of print not because of its quality but because it was written by women. FP also publishes works by current feminist authors of any gender from around the world, and is itself a voice of contemporary intersectional feminist thought. As a nonprofit publisher, the Press focuses diligently on community outreach; diverse events and programs are a huge part of the work of the Press. For more information, visit [www.feministpress.org](http://www.feministpress.org).

### POSITION DESCRIPTION

FP is seeking a Development Manager who will work closely with the Press's Executive Director, the Treasurer of the Board of Directors, the External Relations Manager, and the Administrative Manager. This position offers the opportunity for the fellow to participate in the creative and strategic thinking that will continue to raise the profile of the Press and hone skills that can be used across a broad range of industries and career paths. Because FP is an independent publisher with a small staff, there is a great deal of shared decision-making, and the fellowship offers the opportunity to participate in areas outside the position description, such as publicity, marketing, editorial, and design.

We are looking for a Development Manager who can, within the framework of the Press's mission, continue to build a diverse group of readers, allies, and donors, including among new generations of feminists. The fellow will help us maintain and expand areas of development in fundraising, grant writing digital technologies, building communities of supporters, cultivating and maintaining donors, and executing development campaigns. The Development Manager will attend conferences, work directly with the Feminist Press Board to enroll them in campaigns, and will accompany the Executive Director and the Treasurer to select meetings with donors, learning the intricacies of direct fundraising. The Development Manager will play a leading role in helping the Press meet concrete fundraising goals by FY2018.

At the end of two years the Development Manager should have a strong foundation in several areas: fundraising, grant writing, marketing outreach in general and social media outreach in particular, digital technologies, building communities of supporters, and knowledge of how to create a development campaign from start to finish.

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Among the projects the Development Manager will work on are:

- **Broadening grant support:** The Development Manager will research and deliver new funding and grant avenues to the Press. This position enables an ambitious individual to help develop a foundation support infrastructure we currently lack, and to imagine the creative projects that complement our mission that might speak to these funders. The Development Manager will help us strengthen our government grant proposals, seek book-specific funding opportunities, and specifically support our editorial department in their work to bolster our works in translation. Translations have had a long history with FP. Part of the intent in founding the press included recovering feminist literature from around the world, “lost” women’s writing that was not being translated into English.
- **Conferences and events:** The Development Manager will seek new sponsorship in conjunction with FP meetings and events, such as STEMinism, an annual conference that brings together students and high-level female scientists to explore the possibilities of a STEM career, while emphasizing the importance of women and people of color in these fields; and the Drag Queen Story Hour, a children’s reading series that affirmatively addresses the reality of today’s diverse families while providing a profound and fun cultural experience.
- **Programmatic initiatives:** The manager will promote FP programs as donor cultivating opportunities. Among these are Theatre Against Rape Culture, which has produced two plays created in collaboration with NYC high school students and produced their tours and outreach projects to more than a dozen cities; and the Louise Meriwether First Book Prize, a literary award for a debut author of color that includes a publishing contract with the Press.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent communication skills;
- Ability to work with people from diverse backgrounds and to help marshal their skills toward a unified goal;
- Experience and comfort with working in a small, team-based organization;
- Flexibility and willingness to pitch in on various projects outside the position description as needed in a small organization;
- An entrepreneurial mindset;
- Ability to handle a variety of ongoing tasks at the same time; and
- Excellent writing skills.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Public Engagement Manager
<b>Organization:</b>	The Field Museum
<b>Location:</b>	Chicago, IL
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	August 1, 2017

## ORGANIZATION DESCRIPTION

For nearly 125 years, The Field Museum has been dedicated to fostering a world rich in biological and cultural diversity through scientific discovery. It inspires curiosity about life on Earth while exploring how the world came to be and how humans can protect its future. Through interdisciplinary research, collections, exhibitions, and programs, The Field Museum advances knowledge, encourages learning, and leads environmental conservation. Please visit [www.fieldmuseum.org](http://www.fieldmuseum.org) to learn more.

## POSITION DESCRIPTION

The Public Engagement Manager will join a Field Museum team dedicated to ensuring Museum communications and engagement efforts reflect the diversity of Chicago's people by establishing strategies for enriching the relationship between the Museum and local communities and partner organizations. The appointment at The Field will have two phases. The first phase will consist of research, assessment, and reporting. The manager will be charged with reviewing existing Field Museum community partnerships and engagement initiatives, researching best practices in diversity and inclusion, and creating an integrated and strategic report of results. This report will include research findings as well as recommendations for strengthening diversity and activating engagement in the Museum's interactions with Chicago communities.

During the second phase, the manager will work with multiple departments within the Museum toward implementing the recommendations based on institutional priorities. The manager will assess and advance ongoing work that includes internship programs for Chicago youth, exhibition co-curation and creative placemaking projects with local artists, asset-mapping and quality-of-life research with community partners, and ticketing and membership programs for low-income residents. The anthropologists, social scientists, and other experts in the Keller Science Action Center will be critical to helping the fellow work with community partners to gather information and develop recommendations on diversity and inclusion for The Field Museum as a whole.

This position is a new one, and represents The Field's aim to be a museum for all people in Chicago. The manager will report to the Public Relations and Community Engagement Director within the communications team, although s/he will interact with departments throughout the Museum, including the Keller Center, Learning Center, Exhibitions, and others. The fellow also will play a role in providing a voice for diversity and inclusion within the Museum's 125th Anniversary celebration.

Primary responsibilities:

- Research diversity programming among comparable institutions and review recent literature on best practices in diversity and inclusion communications and outreach;
- Assess the current state of The Field Museum's communications with diverse audiences and programs serving surrounding communities through surveys, interviews, focus groups, and analysis of audience and program data;
- Develop a comprehensive report on community collaborations and engagement programs across the museum to be shared with various departments throughout The Field;
- Support the development of an institutional plan for diversity and inclusion communications and community engagement based upon demographic analytics, research findings, and partner needs; and
- Collaborate with colleagues throughout the Museum and with local partners to begin implementation of the institutional diversity and inclusion communications plan.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent research, critical analysis, and problem-solving skills;
- Skill in planning, development, and execution of multi-stakeholder projects;
- Ability to synthesize complex information into clear messaging for a wide range of audiences;
- Results oriented, with ability to manage multiple ongoing projects;
- Strong motivation and organization;
- Excellent writing and speaking skills;
- Ability to work collaboratively with colleagues in multiple departments;
- Multicultural experience and cross-cultural competency. Spanish language experience a plus;
- Passion for engaging diverse communities; and
- Willingness to learn new skills.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:  
[www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time



# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Campaign Organizer
<b>Organization:</b>	Free Press
<b>Location:</b>	Washington, DC, or Florence, MA
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

## ORGANIZATION DESCRIPTION

Free Press is a national, nonpartisan organization that fights for everyone's rights to connect and communicate. Free Press was founded in 2003 on the premise that an accessible, diverse, and equitable media system is essential for an informed citizenry and a thriving democracy. We're working to create a world where people have the information and opportunities they need to tell their own stories, hold leaders accountable, and participate in our democracy. We fight to save the free and open Internet, curb runaway media consolidation, end mass surveillance, protect press freedom, and ensure diverse voices are represented in our media. Learn more at [www.freepress.net](http://www.freepress.net).

## POSITION DESCRIPTION

Free Press seeks an innovative Campaign Organizer to engage Free Press's growing base of 900,000 members, hundreds of allies, and the broader public. Our outreach and organizing activities prioritize working with people of color, women, and youth. This position will execute both online and field organizing across campaigns, supporting our active campaigns. The organizer will lead on campaign planning, execution, and follow up as well as identifying, carrying out, and following up on a variety of member engagement activities across the organization.

In collaboration with our communications, advocacy, and policy staff, this position will identify and support our most engaged activists, connect community members, plan and execute campaign events, and conduct campaign research. The organizer also will support our online organizing and engagement efforts by creating content for email outreach and blog posts and developing creative digital tactics.

The fellow may choose to be located in either Free Press's Washington, DC, office or our Florence, Massachusetts office. S/he will report to the Field Director.

Key duties and responsibilities:

- **Campaign/issue area focus:** The organizer will work across campaigns. In addition, they will focus on particular geographic areas, policy issues, and relationships to build out their expertise.
- **Engagement and organizing tactics:** Develop creative engagement and organizing tactics and involve Free Press members in campaign actions and events. Organize and manage events, field hearings, member briefing calls, in-district meetings between constituents and members of Congress, rallies, petition deliveries, and other campaign actions.
- **Member engagement:** Manage Free Press's member engagement efforts in close collaboration with the Field Director. Build statewide member engagement in our ongoing state campaigns

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(e.g., New Jersey) using data, and both online and remote activities. Engage Free Press members in campaign actions and events, recruit and manage volunteers, and expand our online community.

- **Writing:** Draft compelling outreach materials including email alerts, social media copy, fliers, posters, presentations, and fact sheets to inspire people to take action on our campaigns.
- **Learning:** Keep up on emerging organizing trends and implement strategies, technologies, and best practices by regularly communicating with allies and professionals, reading about the latest developments and reporting back to Free Press program staff.

## QUALIFICATIONS

- Experience or familiarity with issues related to policy/community organizing preferred;
- Experience organizing in diverse communities;
- Strong interest in media and technology issues and demonstrated experience working on those or similar issues;
- Excellent interpersonal, written, and verbal communication skills;
- Experience writing email alerts, blog posts, and other web content for campaigns and organizational outreach;
- Attention to detail, flexibility, and demonstrated capacity to operate in a fast-paced environment;
- This job requires a flexible schedule, including evening and weekend work. Occasional domestic travel is required; and
- Experience with remote supervision.

## APPLICATIONS

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## PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Program Manager
<b>Organization:</b>	Humanities Action Lab
<b>Location:</b>	Newark, NJ
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

**ORGANIZATION DESCRIPTION**

The Humanities Action Lab (HAL) [www.humanitiesactionlab.org](http://www.humanitiesactionlab.org) is a national center for testing and evaluating how to activate public humanities—especially participatory history, memory, and story-sharing—to address urgent social issues. HAL is a coalition of universities, issue organizations, and public spaces in 20 cities that collaborate to produce community-curated national public humanities projects. Students and community stakeholders in each community collaborate to research and develop shared national exhibits, web projects, public programs, and other innovative strategies for humanities-based public engagement. Projects launch in the New York metropolitan area before traveling nationally and internationally to museums, public libraries, cultural centers, and other exhibit venues in each of the communities that helped create them. HAL's first project, *States of Incarceration (SOI)*, is a **traveling exhibit**, web platform, and series of public dialogues on the past, present, and future of mass incarceration. SOI grew out of the **Guantánamo Public Memory Project**, which traveled **22 cities** over three years, to institutions from the Minnesota History Center in St. Paul to the International Civil Rights Museum in Greensboro, North Carolina, to the Little Haiti Cultural Center in Miami, Florida.

**POSITION DESCRIPTION**

The Program Manager will work with HAL's network of partners around the country to create humanities-based public dialogues on pressing social issues. During the period of the fellowship, the fellow will support programs around the current States of Incarceration project and contribute to the development of the theme and intellectual framework for HAL's next project.

*States of Incarceration*

For States of Incarceration, the Program Manager will support the planning of public programs and other public engagement at each host venue; document these local programs and link them together through the project's national platform; and evaluate each local program and the SOI initiative as a whole.

Key duties and responsibilities:

- *Program Design/Management:* Work with local community partners to identify storytellers and scholars, refine local questions, confirm venues, schedule trainings, and manage other logistics.
- *Documentation:* Coordinate and oversee documentation efforts at each venue, including working with local videography and photography teams, collecting and preserving any promotional materials for programs, and serving as point person for Facebook Live and other social media.

- *Evaluation:* Work with venues in advance to plan for administration of surveys and other evaluation instruments, administer those instruments themselves where appropriate or necessary, collect all completed surveys and other data, and draw on data to prepare interim reports and to help inform and support programs at future venues.
- *Connecting local and national:* Serve as a representative of SOI at local public programming events, liaise with web designers to share all video and other documentation and feature edited versions on the SOI website, and manage connections with local social media networks to integrate local and national conversations.

The fellow will travel to each of the host communities for 4-5 days to support and document the public programs, and conduct visitor and participant evaluations.

### HAL's next project

The Program Manager will work closely with the Associate Director to support the development of the intellectual foundation and institutional partnerships for HAL's next project.

Key duties and responsibilities:

- Conduct individual interviews with current HAL partners to identify key themes and issues of concern.
- Research and recruit a 40-50 person working group of scholars, issue experts, and advocates as well as museums, cultural institutions, and other potential public venues.
- Work with digital and physical exhibit designers and support the development of a global design framework into which local teams will produce their "chapters" of the collective public humanities project.
- Develop the curricula and curatorial guidelines for each local team to create their piece of the public humanities project.
- Work with evaluation consultants and project partners to develop an evaluation plan.
- Launch the exhibit in NYC and organize a 3-day international launch program.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Demonstrated project management experience;
- Demonstrated experience leading and/or coordinating among diverse people;
- Comfort with editing in WordPress and other CMS; and
- Experience in one or more of the following fields is preferred: organizing events; photography, audio recording, or videography/video editing skills; graphic design and/or web design; familiarity with permissions and rights issues; designing or implementing evaluation.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Student Success Officer
<b>Organization:</b>	International Student Exchange Programs
<b>Location:</b>	Arlington, VA
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

## ORGANIZATION DESCRIPTION

The International Student Exchange Programs (ISEP) ([www.isepstudyabroad.org](http://www.isepstudyabroad.org)) is a membership organization of 300 colleges and universities in the United States and 52 other countries. ISEP promotes academic and cross-cultural learning through its worldwide community of higher education institutions; facilitates academic mobility through innovative and affordable programs to achieve authentic global learning; and enhances institutional infrastructures for providing a wide range of study opportunities for students.

ISEP's commitment to diversity and access in international exchange and study abroad is rooted in our mission. ISEP programs have provided an international education experience for over 54,000 students since its founding in 1979 under authority of the Fulbright-Hays Act as a program at Georgetown University. In 1997, ISEP incorporated in Washington, D.C., as an independent 501(c)3 organization governed by an international board of directors and is advised on matters related to program development and implementation by an international council of advisors. The organization is supported by institutional membership dues and modest fees for service and is administered by the ISEP global office in Arlington, Virginia.

## POSITION DESCRIPTION

ISEP seeks a Student Success Officer to strengthen outreach to underrepresented students in the United States and to coordinate support to ensure their success. ISEP is well known for its commitment to access and diversity in study abroad. Our student profile includes many first-generation college students, those from underrepresented groups, and other non-traditional students seeking to study abroad. However, changing demographics among higher education students call for concerted efforts to broaden inclusiveness in study abroad and to ensure high levels of success.

A key focus of the position will be to collaborate with our US member relations team and targeted US member institutions for special outreach activities to reach particular student demographics. The Student Success Officer will work with campus study abroad offices, faculty, and other entities, such as those focused on diversity, area studies, financial aid, career services, and others, to develop outreach activities and a plan for student support. The Student Success Officer will collaborate with institutions and ISEP staff to create support groups and provide online dialogue and information sharing for specific needs.

Building relationships with faculty is important to ensure that the student's academic program fits with their home institution degree program using ISEP's curriculum integration initiative. A key aspect of the position will also be to develop resources for students and their families to ensure success, such as

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

informational materials for parents of first-generation or minority students. In addition, the Student Success Officer will collaborate with other ISEP staff to integrate new approaches into advising and orientation resources available through the global office and on the ISEP website.

Key duties and responsibilities:

- Design and develop outreach plan in close collaboration with ISEP vice presidents, study abroad directors, and other campus leaders at ISEP member institutions.
- Design and develop advising tools for specific student populations in collaboration with diversity offices, study abroad offices, and other administrators at ISEP member institutions.
- Design and lead workshops and trainings at and with member institutions designed to define goals and objectives for helping target student populations achieve success.
- Collaborate with the Director of Communications and Strategic Partnerships on specific collaborations on diversity and student success with ISEP partners such as Hispanic Association of Schools and Colleges, Historically Black Colleges and Universities, Diversity Abroad, etc.
- Research and report on findings relating to diversity and study abroad.
- Prepare talking points for ISEP colleagues about our commitment to diversity, impact, and results.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Interest in international education;
- Study abroad experience and foreign language proficiency preferred;
- Knowledge of cross-cultural issues;
- Strong written and oral communications skills;
- Strong organizational and administrative skills;
- Ability to work independently and as a member of a team;
- Willingness to travel two to three times per year; and
- Proficient computer skills, including Microsoft Office Systems, database usage, interest in identifying and using current and emerging technologies to support project development.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Content Analyst
<b>Organization:</b>	Minneapolis Institute of Art
<b>Location:</b>	Minneapolis, MN
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

## ORGANIZATION DESCRIPTION

The Minneapolis Institute of Art enriches the community by collecting, preserving, and making accessible outstanding works of art from the world’s diverse cultures. Mia is the upper Midwest’s premier encyclopedic art museum, with more than 90,000 works of art in our permanent collection, reflective of 20,000 years of human creativity. Central to the museum’s values is a fundamental belief in accessibility, that opportunities to connect and engage with art should be available to all. For this reason, the museum maintains a free general admission policy and continues to enhance and extend education and outreach efforts in support of our original charter. Annually, the museum welcomes more than 750,000 visitors of all ages and serves 200,000 students at no charge, both at the museum and in classrooms throughout the region. Through our free general admission and educational resources, Mia provides visitors from all walks of life opportunities to experience artworks from around the globe.

The curatorial division expands, researches, displays, and activates Mia’s permanent collection for our visitors both onsite and online. It pushes the state of the field by mounting special exhibitions that bring together objects in new and interesting ways and by publishing scholarly content through electronic and traditional print media. The Content Strategy office collaborates with the museum’s eight curatorial departments and with Mia’s other divisions to develop, manage, and deliver innovative and engaging content that connects the permanent collection to the museum’s onsite and online visitors. Learn more at [www.artsmia.org](http://www.artsmia.org).

## POSITION DESCRIPTION

The Minneapolis Institute of Art seeks a Content Analyst to support the development of new approaches to collections-focused content creation and delivery. This is an exciting new role that provides vital support in an area of strategic organizational growth. Under the direction of the Content Strategist within the Curatorial Division, the Content Analyst will analyze emerging trends in digital-age content development and delivery both within and beyond the museum field and work closely with curatorial departments and Mia’s divisions of Learning Innovation, Media and Technology, and Audience Engagement to propose and create new forms of content. These forms will include, but are not limited to: audio, video, digital storytelling, and digital publishing. The successful candidate will have strong project management and collaborative skills, an openness to many points of view, and a passion for using storytelling to connect scholarly research with nonspecialist audiences. This is a great opportunity for someone interested in digital strategy, museum education, and nonprofit and academic digital publishing.

By the end of the fellowship, the Content Analyst will have a broad knowledge of art museum research, content creation, and publishing strategies; will have contributed to the development of new models of

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research-based, multimedia content on Mia's collection; will have proposed and helped implement new workflows in support of 21<sup>st</sup>-century museum content production and distribution; and will have furthered a new culture of content creation at Mia based in the collaborative, iterative, and cross-disciplinary practices inherent to the digital age. S/he will have normalized a process of research-based content optimization and strategic dissemination across a variety of platforms to reach and impact a broader audience.

Primary responsibilities:

- Analyze established and emerging trends in digital-age content generation and delivery in museums and other industries, particularly digital publishing;
- Collaborate with the divisions of Media and Technology, Learning Innovation, and Audience Engagement to assess and analyze visitor behaviors, interests, and motivations in relation to museum content;
- Propose and organize curatorial staff training in digital-age forms of communication and content creation; and
- With curators and other museum staff, research and create collections-focused content including text and scripts for audio and video.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Outstanding communication skills, both written and oral;
- Experience with the digital humanities and/or familiarity with and interest in open-source digital platforms;
- Passion for translating complex concepts for a nonspecialist audience through multiple approaches;
- Excellent research and analytical skills; and
- Excellent organizational skills.

## APPLICATIONS

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Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Marketing Manager
<b>Organization:</b>	The Moth
<b>Location:</b>	New York, NY
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	August 1 or September 1, 2017

### ORGANIZATION DESCRIPTION

The Moth is an acclaimed not-for-profit organization that seeks to honor the diversity and commonality of human experience through the art and craft of storytelling. Since our creation in 1997, The Moth has presented more than 23,000 true and first person stories, told live and without notes, by people from all walks of life to audiences worldwide. The Moth shares stories in curated live shows and open-mic SLAMs in 26 cities around the world; teaches the craft of storytelling to New York City high school students and people from communities underrepresented in public media in our Education and Community Programs; and is heard by millions through its Peabody Award-winning radio show and popular free weekly podcast. Please visit us at [themoth.org](http://themoth.org).

### POSITION DESCRIPTION

The Marketing Manager will be responsible for developing and executing all aspects of The Moth's marketing plan.

The Moth is an immensely popular organization, with approximately 20,000 audience members attending more than 500 live shows in 2016 alone; 1.5 million listeners per week to its podcast and public radio show; and a social media following of 270,000 people. As the organization continues to expand, the Marketing Manager will be instrumental in helping tell The Moth's own story in a clear, compelling, and consistent manner. The new position will coordinate messaging across the organization and develop and execute marketing strategies to take advantage of, further, and better serve these audiences.

Key duties and responsibilities:

- Play a key role in developing and executing The Moth's marketing strategy.
- Coordinate, with other staff members and vendors, including graphic designers and public relations consultants, all external communications across email, direct mail, and digital platforms.
- Design and deliver, in collaboration with all The Moth's departments (Development, Production, Education, Community, Media, Executive), specific marketing campaigns for shows, fundraising, galas, and other programming.
- Organize and analyze survey and other data-gathering tools to better understand The Moth's patrons, supporters, and audiences.
- Develop strategies and processes to improve messaging and better meet the needs of patrons, supporters, and audiences.

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- Design marketing strategies to grow The Moth’s audiences among, and better serve, geographic, socio-economic, and racial populations that have traditionally been under-served by performing arts organizations.
- Ensure consistent messaging across the organization.
- Work alongside internal stakeholders, including executive staff, and external partners, including graphic designers, to create a cohesive, compelling brand design for the organization.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Expertise in strategic planning and analytical thinking;
- Strong written and verbal communication skills;
- Ability to work both independently and collaboratively with internal departments as well as external partners and stakeholders;
- Strong project management skills;
- Excellent interpersonal skills, ability to work under pressure, and ease with people from different cultural and educational backgrounds;
- Passion for the arts; and
- Ability to work occasional weekends and evenings.

## APPLICATIONS

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Legislative Policy Specialist
<b>Organization:</b>	National Conference of State Legislatures
<b>Location:</b>	Denver, CO
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

## ORGANIZATION DESCRIPTION

Founded in 1975, the National Conference of State Legislatures (NCSL) 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. More information can be found at [www.ncsl.org](http://www.ncsl.org).

## POSITION DESCRIPTION

The Legislative Policy Specialist will work in NCSL’s State Services Division, whose mission is to assist legislators and legislative staff with resources and support on a wide array of institutional issues such as staff management, fiscal management, legislator demographics, legislative operations, parliamentary procedure, legislative structures and management, and legislative history. Additionally, State Services assists state legislators with policy making with respect to elections, redistricting, the initiative and referendum process, campaign finance, and more. It does so through research about state laws and legislation, and federal action where warranted; communicates this research to NCSL’s constituents; and promotes connections among legislators, legislative staff, and election officials.

With all projects, the goal for the Legislative Policy Specialist’s work will be to extend NCSL’s body of knowledge so it can 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.

The Legislative Policy Specialist will:

- manage a subject area portfolio, such as campaign finance, which involves developing subject area expertise, communicating with constituents, writing about the subject, and maintaining our webpages;
- develop an interactive web presence of comparative information for all states on topics such as names and contact information for leaders, session calendars, compensation, partisan control, legislative structures, term lengths, election schedule, etc.;
- develop a searchable database of election laws;

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- collect statutory and legislative information on election policy or legislative topics and present this information in a succinct form for a legislative audience;
- write regularly for NCSL's magazine, *State Legislatures*; NCSL's blog; NCSL's elections newsletter; and NCSL's website, using a reader-focused style in each venue;
- provide oral presentations to NCSL staff, state legislators, legislative staff, election officials, and others as opportunities arise;
- develop effective relations with state legislators and legislative staff, respond to information requests from constituents in a professional and expeditious manner, and plan educational sessions for NCSL meetings and webinars;
- assist NCSL in providing election coverage and analysis to our constituents; and
- perform other responsibilities as needed.

The Legislative Policy Specialist will report to the Director of the Elections and Redistricting Program, a branch of the State Services Division, but will also work with other program directors on specific assignments as appropriate.

## QUALIFICATIONS

The Legislative Policy Specialist works independently within established program specifications. Major work products are reviewed by more senior professionals or program managers/directors for quality, policy considerations, form, and substance. The position requires skills in research, analysis, communications, and program planning, with an expectation that these skills will develop through progressively more complex and more in-depth work. Minimal travel (one or two trips per year) will be expected. Given these conditions, applicants must have:

- PhD in the humanities or humanistic social sciences;
- Excellent writing skills to reach an everyday audience;
- Expertise in managing data, or an interest in developing it. NCSL does not work with "big data," but does 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

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Policy Analyst
<b>Organization:</b>	National Women’s Law Center
<b>Location:</b>	Washington, DC
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

## ORGANIZATION DESCRIPTION

For more than 40 years, the National Women’s Law Center (NWLC) has worked to remove barriers based on gender, open opportunities for women and girls, and help women and their families lead economically secure, healthy, and fulfilled lives. NWLC uses a wide range of tools to maximize its impact—including public policy research and analysis, litigation, advocacy, coalition-building, and public education—to achieve gains for low-income women and their families in its primary areas of focus: education, employment, family economic security, and health and reproductive rights. As a long-standing leader in the women’s rights, education, civil rights, anti-poverty, and women’s health advocacy communities, NWLC works at the national, state, and local levels to build bridges among groups, facilitate idea-sharing, and encourage coordinated action. In working to expand the possibilities for women and girls, NWLC uses the law in all its forms: educating the public about ways to make the law and public policies work for women and their families, getting new laws on the books and enforced, and litigating groundbreaking cases all the way to the Supreme Court. For more information, visit [www.nwlc.org](http://www.nwlc.org).

## POSITION DESCRIPTION

The Policy Analyst will work with NWLC’s Workplace Justice and Income Security & Education teams on cross-cutting projects that examine the structure of work in the US and how it impacts the economic security of women and families. Specifically, the Policy Analyst will contribute to, and sometimes lead, timely research projects regarding the low-wage workforce, which could include issues such as: the contingent workforce, job scheduling, child care, income support programs, pay equity, pregnancy accommodations, the minimum wage, and other relevant issues, paying special attention to marginalized populations, including low-income women and women of color. The Policy Analyst would be part of a team of advocates who think strategically about what workplace policies and income support programs best allow women and their families to succeed and how to achieve these policy goals. The advocacy team also collaborates on how to creatively and effectively communicate findings to policymakers, the media, and the public through traditional and social media, briefings for the advocacy community, and events on Capitol Hill. The Policy Analyst will gain a deep understanding of the issues facing workers and their families in the economy today, the policy process, strategic advocacy, and the intersection of legal and policy analysis.

Responsibilities include:

- As part of an advocacy team, craft strategies to use research to build support among the public and policymakers for workplace and income support policies critical to the success of women and families.
- Conduct research on issues at the intersection of work and family policies which could include minimum wage, work scheduling, child care, pay equity, pregnancy accommodations, and income supports that low-wage workers and their families rely on.
- Gather, summarize, and analyze quantitative and qualitative data to assess trends over time, uncover unique disadvantages faced by marginalized populations and different age groups, and examine legislative and policy proposals.
- Produce literature reviews that synthesize material from a variety of disciplines and present it in an appealing, meaningful, and readable way.
- Draft blog posts, fact sheets, reports, infographics, and other materials used to inform policymakers and the public.
- Assist in the development of communications materials for traditional and social media.
- Attend and report on congressional hearings and other briefings.
- Develop relationships and work with national and state coalitions.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Commitment to improving the lives of women, particularly low-income women, women of color, and other vulnerable groups of women;
- Strong research skills and a familiarity with qualitative and quantitative methods of inquiry; experience with statistical analysis a plus;
- Excellent oral and written communication skills and the ability to communicate with a variety of audiences;
- A team player who thrives in a collaborative work environment that requires independent thinking;
- Creative and strategic problem solver; and
- Detail-oriented and able to manage several tasks at once.

## APPLICATIONS

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## PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	International Campaign Advocate
<b>Organization:</b>	Natural Resources Defense Council
<b>Location:</b>	Washington, DC
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

**ORGANIZATION DESCRIPTION**

The Natural Resources Defense Council (NRDC) is the nation's most effective environmental action group, combining the grassroots power of more than 2 million members and online activists with the courtroom clout and expertise of nearly 500 lawyers, scientists, and other professionals to fight for the planet and its people in the halls of Congress, communities across the country, and nations around the globe. Since NRDC was founded in 1970, our staff have helped write some of America's bedrock environmental laws, including the Clean Water Act and many of the implementation 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 City; Washington, DC; Chicago; Los Angeles; San Francisco; Bozeman, Montana; and Beijing. Please visit [www.nrdc.org](http://www.nrdc.org) to learn more.

**POSITION DESCRIPTION**

The International Campaign Advocate will work with NRDC's Canada and Latin America teams on their priority campaigns to protect special areas and wildlife in the Western hemisphere: The Canada team's campaign to protect the boreal forest, and the Latin America team's campaign to save the rivers and waters of Chilean Patagonia. Despite the latitudinal differences, these two efforts involve many similar activities and require similar skills, offering the international campaign advocate the opportunity to draw connections between two otherwise different issues. This role will work directly with our Canada and Latin America teams, as well as with the variety of programs and departments our teams collaborate with closely (e.g. Lands and Wildlife, Climate Center, Voces Verdes, Communications, Campaigns, etc.).

Job responsibilities:

- Work closely with coalition partners, allies, Canadian First Nations, and other stakeholders to coordinate and implement campaign strategies to achieve stronger environmental protections in the Canadian boreal forest and Latin America;
- Develop communications strategies and content for a variety of audiences, including public officials, partners, media, and the public, for use across different platforms;
- Engage US government agencies and congressional offices to advocate for actions that would support stronger environmental policies in Canada and Latin America;
- Work with the Canada and Latin America teams to develop strategies to achieve our conservation goals and stronger environmental policies at the local, provincial, and national level;
- Support the development and execution of the Canada project's corporate campaign in the boreal forest to preserve intact forest areas and protect threatened boreal species and support global sustainable forestry practices;

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- Engage U.S. companies purchasing forest products to support sustainable forestry procurement practices; and
- Research and draft reports, briefing papers, fact sheets, issue briefs, talking points, and other documents advancing the goals of the boreal campaign and the Latin America project.

## QUALIFICATIONS

### Required:

- PhD in the humanities or humanistic social sciences;
- Excellent research, writing, speaking, and analytic skills;
- Skill in project planning, organization, and time management;
- 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 and resourcefulness, with a desire to develop innovative approaches to problems;
- Ability to work with diverse communities and cultures; and
- A commitment to safeguarding the earth—its people, its wildlife, and its ecosystems.

### Preferred:

- Experience in policy advocacy, policy research and analysis, coalition building, or a related field;
- Multicultural experience and cross-cultural competency;
- Advanced Spanish or French language skills are a plus but not necessary; and
- Interest in international travel.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:  
[www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time



# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Editor
<b>Organization:</b>	New America
<b>Location:</b>	Washington, DC
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	August 1, 2017

## ORGANIZATION DESCRIPTION

New America is committed to renewing American politics, prosperity, and purpose in the digital age. We generate big ideas, bridge the gap between technology and policy, and curate broad public conversation. We combine the best of a policy research institute, technology laboratory, public forum, media platform, and a venture capital fund for ideas. We are a distinctive community of thinkers, writers, researchers, technologists, and community activists who believe deeply in the possibility of American renewal. Learn more at [www.newamerica.org](http://www.newamerica.org).

## POSITION DESCRIPTION

The Editor will join the Better Life Lab team at New America and be responsible for a new Better Life Lab media partnership, resulting in a Better Life Lab “channel.” The Better Life Lab channel will be a hub of fresh and compelling ideas about the future of work, gender equity, and social policy for 21<sup>st</sup> century families—how they are interconnected and how they engage (and are engaged by) popular culture and the lived reality of readers’ everyday lives. The Better Life Lab will provide readers with a steady stream of dedicated content and an ongoing series of expertly-curated events about evidence-based experiments in living a better life. The editorial scope will range widely to include a broad spectrum of socioeconomic, policy, political, and cultural perspectives presented in a variety of ways. Through a daily blog, articles, long-form narratives, essays, and multimedia and data-driven content, the Better Life Lab channel will leverage its deep networks in the worlds of academia, business, policy, and culture to surface and spotlight storytelling drawn from the best research and developments on topics including: effective work, the evolution of work, parenting, leisure and play, neuroscience, behavioral economics, and social science exploring work-life issues, gender, stress and health, and poverty and inequality.

The Better Life Lab channel will be a resource for stories that take the questions of how we work and live out of the women-only sphere and show how these are “everyone’s issues”— health, family stability, happiness, meaning, purpose, productivity, economic viability, national security, community cohesion, equity, and human rights. It will bring “the personal is political” into the 21<sup>st</sup> century.

The editor will manage the Better Life Lab content stream by soliciting, editing, and publishing a daily blog and longer pieces and features produced by the Better Life Lab editorial team and outside contributors. New America, with support from its communications, editorial, and event planning staff, will host and curate compelling and relevant in-person events in Washington, New York, San Francisco, and Chicago (and other potential New America hubs) whose participants and themes will provide further

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content for the channel. The editor will work with New America's communications and editorial team along with a media partner to set a responsive social media strategy for both content and events. New America also will promote content and events by including it in The Better Life Lab newsletter, cross-posting content to New America's weekly e-magazine, and engaging New America's audio-visual production staff to help produce regular video, animation, and podcast content.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent research and critical analysis skills;
- Strong program management and writing skills; editing skills a plus;
- Strong interest in issues of gender parity, family wellbeing, and policy;
- Understanding of and compatibility with the principles and philosophy of the Better Life Lab and New America;
- Commitment to the principles, concerns, and considerations of the Better Life Lab in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities; and
- Demonstrated ability to work and communicate with diverse staff.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:  
[www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22 2017, 8 p.m. Eastern Daylight Time

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Policy Advisor
<b>Organization:</b>	NYC Mayor’s Office of Immigrant Affairs
<b>Location:</b>	New York, NY
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	August 1 or September 1, 2017

## ORGANIZATION DESCRIPTION

The Mayor’s Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City’s successful municipal ID program, and its work ranges across a broad cross-section of issues citywide, such as workers’ rights, health equity, language access, and legal services. The Office works closely with sister cities around the country and the world to promote innovations in immigrant integration and to advocate for policy reforms. Please visit our website at [www.nyc.gov/immigrants](http://www.nyc.gov/immigrants).

## POSITION DESCRIPTION

The Policy Advisor will work in the Mayor’s Office of Immigrant Affairs to advise on policy and legislative issues related to immigration and execute on coalition-building, campaign development, and communications strategy for MOIA’s immigration advocacy work with sister cities across the country and around the world. MOIA has helped to launch national coalitions such as Cities for Action and Cities for Citizenship, which consist of mayors’ offices across the United States that advocate for best practices in immigrant inclusion at the local level and for reforms and policy change at the federal level. In addition, MOIA has increasingly been involved in international discussions with sister cities on the front-lines of including and welcoming new migrants in Europe, Canada, Australia, and elsewhere.

The Policy Advisor will work closely with the Chief of Staff, Coalition Coordinator, and Senior Staff at MOIA, as well as across the administration, to create a trans-local strategy for collaboration and advocacy. In addition, the Policy Advisor will develop a robust policy and communications strategy to amplify the work and messaging of our collaboration with sister cities.

The Policy Advisor will:

- Conduct research and analysis on policy and legislative issues related to immigration and immigrant integration;
- Develop and execute strategies for coalition-building, campaign development, and communications;
- Synthesize information into clearly articulated oral and/or written presentations, short fact sheets and backgrounders, statements, and recommendations;
- Build and manage strategic relationships; and

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- Advocate and promote the work of the national coalitions that MOIA participates in, as well as MOIA's work.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Experience or familiarity with advocacy and issue campaigns;
- Willingness to manage, train, and inspire high performing outreach staff;
- Excellent organizational skills, including strategic planning;
- Excellent communication skills, with ability to communicate in a clear and concise manner, both verbally and in writing, and facility with presenting technical concepts and data into succinct, plain language for lay audiences and policymakers;
- Highly professional demeanor;
- Ability to demonstrate fundamentals of effective strategies to establish realistic objectives, maintain momentum, and evaluate progress;
- A track record of effectively handling multiple priorities;
- Proven ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team;
- High level comfort with qualitative data-driven analysis, and skills necessary to present data and trends in a useful manner;
- Knowledge of federal, state, and local immigration policy; and
- Excellent critical thinking and strategic planning skills with the ability to set priorities and hold staff accountable for outcomes.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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## PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Strategic Communications Manager
<b>Organization:</b>	The Public Theater
<b>Location:</b>	New York, NY
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

## ORGANIZATION DESCRIPTION

The Public Theater is the only theater in New York that produces Shakespeare and the classics, musicals, and contemporary and experimental pieces in equal measure. Founded in 1954, The Public continues the work of its visionary founder, Joe Papp, by acting as an advocate for the theater as an essential cultural force, and leading and framing dialogue on some of the most important issues of our day. Creating theater for one of the largest and most diverse audience bases in New York City for nearly 60 years, today The Public engages audiences in a variety of venues—including its landmark downtown home at Astor Place, which houses five theaters and Joe’s Pub; the Delacorte Theater in Central Park, home to Free Shakespeare in the Park; and the Mobile Unit, which tours productions for underserved audiences throughout New York City’s five boroughs. The Public’s wide range of programming also includes a range of artist and audience development initiatives such as the Public Forum series, which brings together theater artists and professionals from a variety of disciplines for discussions that shed light on social issues explored in Public productions.

The Public is a fast-paced, dynamic work environment, and employees cover a broad range of functionality, specialization, and schedules, which contributes to the organization’s sense of dynamism. All staff have access to The Public’s myriad artistic offerings—from the downtown mainstage season, to Free Shakespeare in the Park in Central Park, to Joe’s Pub, to the many ancillary festivals and events held in The Public’s spaces. For the past two years, The Public has invested in a robust work/life balance initiative to ensure not only that employees prioritize their personal lives and wellbeing, but also to ensure that all employees have opportunities to connect to the art made at The Public regardless of job function. Affinity groups, artist interaction, and cross-departmental working groups are all offered to foster a culture of connectedness with our artists and with one another. Please visit our website: [www.publictheater.org](http://www.publictheater.org).

## POSITION DESCRIPTION

The Strategic Communications Manager will serve as the project leader of The Public’s launch of [Culture Segments](#), a widely used audience segmentation tool for arts and culture organizations. Culture Segments will provide The Public with crucial analyses on the primary motivations behind audience attendance. The Strategic Communications Manager’s role will be to manage the preparation and onboarding of this tool, and then to use the information it yields to shape the organization’s approach to communication. S/he will begin by designing data capture tools that work with the software prior to its implementation, and then will be responsible for overseeing the implementation and data analysis of Culture Segments, assessing the learnings it reveals on valued audience segments (primarily members and donors), and shaping a high impact communications strategy based on these learnings designed to engage all audience

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segments in deeper, ongoing relationships with The Public. This role will be situated inside the Development Department, but will work closely with key audience stakeholders throughout the organization, including Marketing, IT, Graphics, and Press and Communications. The ideal candidate will possess the ability to understand The Public's mission of access, inclusion, and empowerment, as well as keen communicative skills in order to clearly articulate The Public's unique mission and values to diverse audiences.

The Strategic Communications Manager will:

- Implement the Cultural Segments tool, and then assess, synthesize, and communicate the learnings on audience motivations to key stakeholders across the organization.
- Collaborate cross-institutionally to conceive a multiplatform storytelling methodology that inspires our audiences to engage more deeply in The Public and its programming.
- Assess current audience communications strategies, and make recommendations on how to use the data generated by Culture Segments to inform a new communications plan.

## QUALIFICATIONS

- PhD in the humanities or social sciences;
- Exceptional communication and writing skills, and the capacity to use multiplatform narrative tools;
- Excellent facility in qualitative analysis, and capacity to translate quantitative learnings into qualitative strategy;
- Strong project management and leadership skills;
- Strong ability to work collaboratively and effectively with colleagues in multiple departments/divisions; and
- Teaching background, and/or the capacity to successfully introduce new ideas and processes to diverse constituents.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Impact and Assessment Manager
<b>Organization:</b>	City of Seattle Office of Arts & Culture
<b>Location:</b>	Seattle, WA
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

## ORGANIZATION DESCRIPTION

The Seattle Office of Arts & Culture (ARTS) was chartered in 1971 to oversee the City’s grant funding and public art programs. With a 2017 budget of \$12 million and a staff of 34, ARTS continues to manage seven different funding programs and the installation of dozens of public art projects throughout the city. In recent years, ARTS work has grown significantly in several areas that are more policy-focused. These areas include issues of space affordability, racial equity and social justice, and arts education and creative youth development. In particular, ARTS has launched an arts education partnership with Seattle Public Schools and the Seattle Foundation called **The Creative Advantage**, with a goal of ensuring access to high quality arts learning for all students in Seattle. A significant focus of The Creative Advantage in the coming years will be the establishment of Media Arts Skill Centers, whose goal will be to create pathways for students into creative industry careers. To inform the development of that work, ARTS will be developing several creative economy strategies in partnership with other city departments and the University of Washington’s Evans School of Public Policy and Governance. Please visit our website at [www.seattle.gov/arts](http://www.seattle.gov/arts).

## POSITION DESCRIPTION

As the work of ARTS has expanded, new measures and metrics are needed to accurately assess the impact of the office’s work. The Impact and Assessment Manager will report to ARTS’s director, and will be part of the projects team, which includes the growing program areas of arts education, cultural space, racial equity, and creative industries. S/he will work with staff to research and develop strategies that will inform The Creative Advantage’s expansion into Skill Centers and Creative Industries pathways. The candidate will provide evaluation and feedback about The Creative Advantage’s current program and planning, and will identify performance indicators, develop quality assurance strategies, train program employees, maintain contact with program partners, and ensure all program aspects comply with institutional requirements. The candidate will also work with program staff throughout the office to explore new and innovative way to assess and evaluate the impact of ARTS’s work more broadly.

Key duties and responsibilities:

- Work with staff to identify metrics that can better capture the impact of the work of the Office of Arts & Culture;
- Create processes for the ongoing iterative assessment and evaluation of The Creative Advantage and other projects;
- Work with staff and community partners to assess the current impact of ARTS’s programs;
- Assist in determining Seattle’s arts and culture indicators;

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- Analyze a variety of data from various reports on the creative economy and creative industries;
- Develop a research framework to prioritize and triage data found in **Creative Vitality Index (CVI)** and determine data gaps; and
- Synthesize information into clearly articulated oral and/or written presentations and recommendations.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Interest and experience in qualitative and quantitative research methods, including data analysis and metrics evaluation;
- Ability to present complex research and data to nontechnical/nonacademic stakeholders;
- Ability to work collaboratively and effectively with colleagues across multiple teams;
- Passion for inclusion, listening, and engaging diverse communities;
- Strong analytical skills with the ability to see patterns in data and weave information into compelling narratives;
- Multicultural experience and cross-cultural competency;
- Skill in planning, developing, and executing complex long-term projects that involve diverse stakeholders;
- Strong attention to detail, accuracy, and thoroughness; and
- Ability to learn new research and data analysis methods as required.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Strategic Impact Analyst
<b>Organization:</b>	Twin Cities PBS
<b>Location:</b>	St. Paul, MN
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

## ORGANIZATION DESCRIPTION

Founded in 1957, Twin Cities PBS (TPT) is one of the most innovative public media organizations in the country. TPT’s mission is to *enrich lives and strengthen our community through the power of media*. TPT partners with dozens of nonprofit and public sector organizations every year to produce media that raises awareness about issues facing the state; leads the industry in using media to drive gender-equitable STEM teaching and learning; produces acclaimed national documentaries (*Hoop Dreams*; *The Forgetting: A Portrait of Alzheimer’s*); and is the national leader in using public media to help Americans navigate aging. To learn more, please visit our website: [www.tpt.org](http://www.tpt.org).

## POSITION DESCRIPTION

TPT has recently completed a strategic planning process that will help us better meet the needs of the community. During the planning process, a strategic impact analyst position was identified as a critical need for the organization—impact analysis is a growing field for nonprofits, and is a particular concern for public media.

The Strategic Impact Analyst will help TPT better tell the story of its work to the public. Specifically, this person will play a critical role in the execution of the new strategic plan by helping TPT better understand how the public engages with and uses our broadcast and online content, and proposing new ways to increase its effectiveness. To do this, s/he will review the literature on impact analysis, develop research methodologies, create appropriate assessment tools, gather data, analyze results, and propose recommendations that will directly affect TPT’s decision-making regarding content across multiple platforms, and the way this content is delivered to the public. S/he will also work at developing specific strategies to grow audiences, engagement, and impact across platforms. The ultimate goals for the impact analyst are that s/he will help build an organizational culture of basing our work on reasoned analysis, and using thoughtful, effective measurement practices.

This role requires a future-minded individual who has a deep knowledge of research and experience with qualitative analysis methodologies. Strong communication skills are paramount, since a key element of this position is in listening to and gathering information from community stakeholders, and relaying succinctly and effectively back to TPT what s/he has learned through narrative reports and presentations. The analyst will have ample opportunities to learn quantitative assessment tools and integrate them into his/her work.

In an increasingly crowded marketplace of ideas and media, public media organizations like TPT can, and must, confirm our value by demonstrating the consequence of our work, and how it makes a meaningful difference in people's lives. The Strategic Impact Analyst will help us fulfill this mission.

The Strategic Impact Analyst will:

- Conduct literature reviews on impact analysis to establish best practices, and develop research methodologies to evaluate TPT's programming.
- Provide qualitative assessments of TPT programming.
- Integrate research, data, and analysis across platforms, working with the TPT leadership team, departments, and other sources to provide analysis and insight on how audiences engage with online content, as well as television programming and other platforms.
- Take an active role in project development to deliver actionable recommendations for growing audiences, deepening user engagement, and assessing/maximizing impact.
- Effectively communicate insights; make and defend meaningful conclusions and recommendations.
- Create effective and persuasive presentations for project teams and community leaders.
- Foster effective communications networks with internal and external partners and stakeholders to facilitate sharing of information and recommendations.
- Serve as a key leader for audience analytics and insights for TPT, developing strategies to grow audiences, engagement, and impact.
- Become an internal expert in cross-platform viewing measurement, keeping abreast of developments within the measurement industry, and implementing next generation measurement at TPT as available.
- Promote the advancement of an analysis-driven culture across the organization.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Proven ability to plan, manage, and implement projects;
- Knowledge and skill in using and applying diverse research and assessment methodologies and strategies in creative ways across multiple contexts;
- Capacity and desire to bridge academic and non-academic conversations about impact assessment;
- Strong communication skills with ability to communicate technical outcomes in simple-to-understand terms;
- Strong capacity to determine and use metrics, data, and effective reporting;
- Strong ability and desire to work collaboratively; and
- Strong interest in public media and media-driven education and storytelling.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:  
[www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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## PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Senior Program Associate
<b>Organization:</b>	Vera Institute of Justice
<b>Location:</b>	New Orleans, LA
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

### ORGANIZATION DESCRIPTION

Vera Institute of Justice is a national organization based in New York City that works to tackle the most pressing injustices of our day—from the causes and consequences of mass incarceration, racial disparities, and the loss of public trust in law enforcement, to the unmet needs of the vulnerable, the marginalized, and those harmed by crime and violence. Vera's work in New Orleans began in 2006, when the city council invited us to assess the criminal justice system and propose reforms as part of post-Katrina recovery efforts. Since then, we have become a nexus for advancing evidence-based reform and have demonstrated that change is not only possible but within reach. In partnership with people leading and working in the local justice system, city leaders, and community organizations, we are working to end unnecessary detention and develop innovative, collaborative projects that improve the delivery of justice in New Orleans. We do this by providing policy and data analysis and project facilitation to advance practices that achieve equality, dignity, and effectiveness in the administration of justice. We focus on the system drivers that lead to the over-use of local incarceration. To learn more, please visit [www.vera.org/centers/new-orleans](http://www.vera.org/centers/new-orleans).

### POSITION DESCRIPTION

The Senior Program Associate will assume primary responsibility for a particular project, with the support of other staff members, on one of several initiatives we are currently working on. There are several areas that this office has an interest in exploring further, including issues around race, policing, and mental health in the criminal justice system. If the selected applicant has a particular interest or expertise in one of these areas, s/he would have the opportunity to develop and execute a new project to complete during the two-year fellowship.

Key responsibilities are:

- Provide support to other Vera New Orleans staff on programs related to issues of race, culture, and community engagement.
- Conduct community-based research and help other New Orleans based staff with project development and policy analysis on issues of race and culture, specific to the New Orleans criminal justice system.
- Draft publications, blog posts, and other communications/media resource materials.
- Facilitate in-person and virtual steering committee meetings, roundtable discussions, and focus groups with local constituents.
- Maintain relationships with project partners and other community-based stakeholders in identifying, reaching, and assessing all communities impacted by the criminal justice system.

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

- Represent Vera New Orleans in speaking engagements, academic symposia, and conferences, as well as local community meetings.
- Take on discrete projects and assist with other program initiatives as requested.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Experience and/or interest in working with the criminal justice field;
- Familiarity with and/or interest in local issues important to communities in New Orleans;
- Experience managing projects, committees, or work groups, as well as supporting large-scale projects;
- Excellent analytic, problem-solving, and communication skills;
- Strong facilitation and diplomacy skills;
- Ability to work with people of diverse experiences and backgrounds;
- Ability to work under time pressure and other stresses involved in dealing with government entities, legislative bodies, and a broad array of political stakeholders with diverse priorities;
- Ability to work effectively with, or without, close supervision in a collaborative environment with colleagues who may work in a remote location;
- Solid organizational skills and the ability to manage work on multiple projects efficiently; and
- Willingness to travel as needed, up to 10% of the time.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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

# PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Community Organizing Manager
<b>Organization:</b>	Yerba Buena Center for the Arts
<b>Location:</b>	San Francisco, CA
<b>Stipend:</b>	\$67,500 with health insurance for the fellow
<b>Start Date:</b>	September 1, 2017

## ORGANIZATION DESCRIPTION

Yerba Buena Center for the Arts (YBCA) is one of the nation’s most innovative contemporary art centers. Founded in 1993 as the cultural anchor of the Yerba Buena Gardens development, we serve the diverse and ever-evolving community that surrounds us. YBCA believes that culture is an essential catalyst for change, and that it is the responsibility of arts organizations to spur and support societal movement. From our leading edge exhibitions, performances, and films, to our groundbreaking civic initiatives and community partnerships, YBCA is a new kind of art center that expands and extends its impact beyond its walls and that is in constant, conscious evolution, on the front lines of social change. As a citizen institution, all people are welcome at YBCA: all artists, thinkers, and makers. Please visit our website: [ybca.org](http://ybca.org).

## POSITION DESCRIPTION

The Community Organizing Manager will work closely with the Director of Visual Arts, in collaboration with YBCA’s Chief of Civic Engagement, to lead community organizing projects and engage the Bay Area’s diverse organizations and communities to involve them in co-creating artistic and community-based projects conceived by YBCA’s curators and guest artists. The manager will work to identify core community issues and community leaders to grow YBCA’s connections beyond our campus, and expand the creative ecosystem that informs the core of our institutional practice. Community outreach work will include building and fostering relationships with residents, community-based organizations, and institutions throughout the Bay Area, aiming to embed the fabric of the community into YBCA’s gallery presentations—particularly in its work with social practice artists such as Futurefarmers, Andrea Bowers, Suzanne Lacy, and others.

A key element of this position will be to understand the communities that compose our region—both historically and in the present moment—to empower local residents to impact the work of artists and creative producers who work in their communities. The Community Organizing Manager will do this by convening groups at both public events and private gatherings, investigating shared histories, and inviting marginalized communities to engage with our programming in meaningful ways. As a strong advocate for these constituencies, the Community Organizing Manager will apply this knowledge of local communities to a variety of projects at YBCA, including exhibition-making, civic engagement programs, and other curatorial programs suited for this type of community practice.

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



### Key duties and responsibilities:

- Engage Bay Area residents, community-based organizations, and institutions in co-designing and participating in community outreach and public history projects supported by YBCA and its community of artists.
- Conduct research about Bay Area communities and disseminate results internally to expand institutional knowledge of the context within which we work and apply that research to the process of engaging specific communities.
- Create community-building strategies to anchor YBCA's projects into diverse neighborhoods across the Bay Area and to lend YBCA's resources to broader community concerns.
- Plan and implement recruiting strategies to increase involvement of a wide variety of committed participants in YBCA's initiatives across the Bay Area.
- Organize and facilitate meetings, convenings, and events, as well as develop marketing and outreach strategies, for the successful organization and implementation of public programs both within the YBCA campus and beyond.
- Work with the visual arts team, the YBCA Fellows program, and the YBCA Youth Fellows, in addition to other departments and programs at YBCA, to connect the community organizing and public history initiatives to existing educational programs.
- Create and implement evaluation procedures, including measuring success, tracking participation and outcomes, reporting results, and taking follow-up actions as necessary.

### QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Highly organized and responsible self-starter;
- Effective communicator, both verbally and in writing;
- Proven ability to work as part of a team in a fast-paced environment;
- Experience working in a multi-cultural environment;
- Experience with and/or knowledge of one or several of the following research methods: ethnography, oral history; participant observation; survey and interview research; and
- Experience in community organizing, with proven ability to develop and implement concrete community outreach goals through engagement, preferred but not required.

### APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: [www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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