



ACLS Leading Edge Fellowship

Position Title:	Communication Manager
Organization:	City Bureau
Location:	Hybrid (currently 1 day/week) in office, Chicago, IL
Stipend:	\$70,000 in the first year, \$72,000 in the second year
Benefits:	Access to employer health insurance, professional development funds, and relocation funds
Start Date:	September 2024

ORGANIZATION DESCRIPTION

[City Bureau](#) is a Chicago-based media lab reimagining journalism as a direct service to democracy. We equip people with skills and resources, facilitate critical public conversations, and produce information that directly addresses people's needs. Our work is rooted in a belief that an equitable information system is the foundation for a just democracy, and our long-term vision is a world in which every community is equipped with the tools it needs to eliminate information inequity and further liberation, justice, and self-determination.

Amid a deep crisis in local journalism, City Bureau has emerged as a leader in developing new models. Founded in 2015, City Bureau has grown rapidly from a volunteer organization hosting free workshops out of a coffee shop to a nonprofit with four programs, more than 24 full time staff, serving hundreds of people in Chicago communities. We also make an impact nationally by supporting and convening organizations to grow and strengthen participatory media as a field. Our national Documenters Network is at the forefront of a movement to reimagine journalism as a public good. In just a few years, our team has created a national people-powered reporting network built on our custom Documenters.org platform, and we provide support, collective learning opportunities, and more to 15+ partners across the country.

POSITION DESCRIPTION

City Bureau seeks a creative and sharp Communications Manager with a focus on multimedia storytelling to strengthen our research and storytelling capacities. The role involves researching and crafting compelling content that spotlights the impact of City Bureau and our national Documenters Network, effectively engaging stakeholders, supporters, and the public.

Through storytelling and strategic communications, the Communications Manager will support audience engagement goals and content priorities, while contributing to overall content strategies with the team. This role is pivotal in translating various dimensions of City Bureau's local and national impact into engaging digital content, by amplifying stories of more than 15 dynamic partners doing local community work in a variety of ecosystems. We measure our impact through 12 outcomes that fall into the categories of civic knowledge, generative relationships, information economy skills, and information system resilience. By working with our team to generate story ideas, analyzing trends in the data, and illustrating examples of impact outcomes in engaging ways—including stories of individual Documenters across the country, partner profiles, and more—the Manager will help us tell institutional stories and build deeper connections with current and potential audiences.

The Communications Manager will create and project-manage original written and multimedia content with a particular emphasis on two content pillars: impact and community storytelling (75%). They will

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

also support content workflows on the communications team by editing blog posts, email and social copy, video scripts, and web copy (25%). Project examples include slide decks, blog posts, reports, partner profiles, videos, templates, and visual explainers, in support of broader engagement and brand goals.

As part of the Communications and Development team, the Manager will be supervised by the Director of Communications, work closely with the team, and collaborate regularly with program staff to generate stories about our impact. This role will help the fellow to develop new capacities and prepare for careers in nonprofit communications and social impact storytelling. The fellowship tenure is 24 consecutive months, with an expected time commitment of approximately 37.5 hours per week.

Responsibilities and tasks:

- Support City Bureau's impact storytelling strategy and lead its execution, highlighting the transformative effects of participatory media initiatives on individuals, communities, and broader ecosystems.
- Collaborate with program teams to research and identify story opportunities and translate data, news, and partnerships from our programs and national network into impactful narratives that resonate with stakeholders and supporters.
- Create compelling multimedia content, including blog posts, videos, presentations, infographics, and other visualizations to communicate the organization's impact and support key messages.
- Support clarity and consistency by contributing to editing workflows in the Communications and Development team.

Qualifications:

- PhD in any field of the humanities or interpretive social sciences. Read more about eligible fields [here](#).
- Exceptional writing and editing skills with a keen awareness for different audiences, proven experience in writing for the public.
- Experience editing and creating content based on style guides and voice/tone guidelines.
- Advanced project management skills and facility with tools that support collaborative workflows.
- Strong copywriting and multimedia production skills (graphic design, data visualizations, and/or video editing), and comfortable working with media, including social media and online platforms.
- Passion for civic engagement and social change, and for telling stories that connect specific examples to larger narratives.
- Demonstrated ability to balance multiple projects in a fast-paced environment and advance projects while navigating some degree of uncertainty.
- Ability to work largely independently and with an anticipatory and entrepreneurial mindset.

APPLICATIONS

- Information on the Leading Edge Fellowship Program: <https://www.acls.org/Competitions-and-Deadlines/Leading-Edge-Fellowships>
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org).
- Application deadline: 9:00 PM EDT, March 13, 2024.

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