PROGRAM OFFICER II

POSITION DESCRIPTION

The host organization, an independent nonprofit supporting research in the humanities and social sciences, invites applications for the position of Program Officer in a collaborative project on media and democracy. This position will report to the Director of the Digital Culture program and will work with a team of professionals.

The project focuses on the relationship between a changing media on the one hand, and democratic practices and institutions on the other. The project explores the trajectories of technological, social, and economic change in the media and how these changes contribute to, and potentially can rectify, current democratic anxieties. Through a range of projects, the Program Officer will help foster engagement and cooperation among humanities scholars, social scientists, journalists, and others working on the relationship between media and democracy. The successful candidate will bridge the work between practitioners and scholars, facilitate new and innovative scholarship in this critical area of study, and work to elevate the quality of both academic and public discussion surrounding it. Examples of themes and research areas include, but are not limited to:

- The changing political economy of media and communication;
- The effect of social media algorithms on civic engagement and news consumption;
- How social media is used for persuasion and propaganda;
- How technological, legal, and economic changes influence media innovation; and
- The political impact of media's effect on privacy, the use of micro-targeting, and the creation of information bubbles.

Key duties and responsibilities:
- Researching topics related to media and democracy, resulting in internal and external reports and media projects, and public-facing projects and workshops;
- Overseeing plans for upcoming events, including conferences, workshops, and other meetings;
- Facilitating communication and collaboration among a wide and interdisciplinary group of researchers, journalists, technologists, and other members of the program's network;
- Developing and/or aggregating training documentation demonstrating approaches and methods (including digital methods) useful for journalists and scholars studying media and democracy;

This position description from a past competition of the Mellon/ACLS Public Fellows program is intended to serve as an example of one of the diverse roles in which fellows translated their humanities skills into successful work and post fellowship careers. For more information about past placements in this program, see the Recent Awardees page on the ACLS website.

- Contributing to and providing editorial support for the host organization's publications;
- Tracking program budget, and writing annual reports and proposals to funders. Will also be responsible for program budget administration, expenses, and reporting on the financial health of the program; and
- Representing the host organization at various outreach events, including conferences.

This is a new position, created to advance the aims of the project. The position offers rich experience in both advanced scholarly research and non-profit administration. The successful candidate will work closely with a national network of preeminent scholars, journalists, and practitioners. In-depth experience with project and grant administration, event coordination, and policy-driven and public-facing research will situate the Program Officer for future opportunities in higher education, non-profit, and government contexts.

QUALIFICATIONS

Required
- PhD in the humanities or interpretive social sciences;
- Interest in the relationship of media and democratic institutions; the governance of media and its changing business models; and the ways in which citizens engage media in relation to their political participation and social interaction;
- Demonstrated project management experience, with ability to work collaboratively, as well as to independently manage multiple priorities and projects;
- Demonstrated excellent written and oral communication skills, including the ability to communicate effectively to a variety of audiences; and
- Excellent organizational skills, with strong attention to detail.

Preferred
- Familiarity with the use of and technical approaches to studying social media platforms (Facebook, Twitter, Reddit, among others) or experience with data science or algorithmic analysis;
- Training with programming languages (e.g. Python) or statistical packages (e.g. R), and/or willingness to learn in order to support programmatic goals;
- Grant proposal writing experience; and
- Editorial experience and familiarity with web-publishing platforms (e.g. WordPress).

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