

Mellon/ACLS   
PUBLIC FELLOWS PROGRAM

<b>Job Title:</b>	Writer and Editor, Communications Team
<b>Organization:</b>	Partnership for Public Service
<b>Location:</b>	Washington, D.C.
<b>Start Date:</b>	August 3, 2020

## ORGANIZATION DESCRIPTION

The Partnership for Public Service is a nonprofit, nonpartisan organization that strives to make our government more efficient, innovative and responsive to the needs of the American public. While others may debate whether government should be bigger or smaller, we focus on making it better. Our nonpartisan stance allows us to collaborate with many different stakeholders who share our vision for a better government. We serve as a bridge between administrations, across the political aisle and from government to the private sector, bringing together diverse perspectives to develop forward-thinking solutions and put them into action.

Since our founding in 2001, the Partnership has inspired a new generation to pursue careers in public service, developed leaders within government, increased the engagement and commitment of federal employees, fostered reforms to modernize government's outdated management systems and built networks of businesses, policymakers, foundations and others to advocate for and invest in effective government. Learn more at [www.ourpublicservice.org](http://www.ourpublicservice.org)

## POSITION DESCRIPTION

The Writer and Editor at the Partnership for Public Service will work across the organization to develop a range of editorial outputs to support the organization's mission of making the federal government more effective for the American public. Throughout its 18-year history, the Partnership has generated hundreds of research reports on government reform issues such as artificial intelligence, customer experience, presidential transition, technology and data and civil service modernization.

The Writer and Editor will provide editorial support to the research, analysis and evaluation team and will ensure that the Partnership's research is rigorous, offers sound analysis and actionable recommendations, and is legible and accessible to broad audiences. The Writer and Editor will directly support Partnership researchers by providing substantive developmental feedback on early drafts, as well as style and copyediting on more polished drafts. The Writer and Editor will work as part of an interdisciplinary communications team responsible for all aspects of the organization's communication strategy. The team manages the Partnership's brand and messaging, generates media and publicity for the organization and its activities, develops digital media strategies, produces award-winning publications, manages events and markets the Partnership's programs.

This position will also advise on strategic communication and produce a wide array of communication materials, including op-eds, articles, web content, brochure copy and event scripts. Past Partnership op-eds have appeared in national media outlets such as The Washington Post, Politico, Axios, CNN and NBC News. The Writer and Editor will maintain the organization's style guide and help colleagues strengthen their writing and editing skills by providing trainings, one-on-one coaching or developing internal materials.

Visit <http://www.acls.org/programs/publicfellowscomp> to learn more about the Mellon/ACLS Public Fellows program. This position is only available through this program; please do not contact the host organization directly.

### Key duties and responsibilities:

- Position the Partnership's research to achieve greater impact in multiple sectors: government, industry, civil society and the media.
- Ensure the Partnership's research outputs are written in a legible and accessible way, with a specific audience in mind.
- Work with leadership on the Communications and Research, Analysis and Evaluation teams to define, scope and develop messaging for editorial outputs.
- Ensure rigorous editorial review of the Partnership's research and other external written products that support the Partnership and its core programs and activities.
- Ensure Partnership products align with the organization's branding and messaging and are designed to achieve their goal.
- Keep up with government reform, workforce and other Partnership issues to produce well-informed and up-to-date materials.

### QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Ability to write creatively and clearly, and in a compelling manner.
- Editing skills, including an eye for detail, impeccable grammar and ability to help shape the work of in-house writers.
- Excellent research and critical analysis skills.
- Interest in staying current on news and events related to government leadership and management.
- Capacity to handle multiple projects at once and operate effectively in a fast-paced, deadline-driven environment.
- Demonstrated ability to work comfortably and respectfully across teams.
- Comfort with planning, managing, and implementing projects.
- Excellent interpersonal and collaboration skills, and the ability to work both independently and as part of a collegial group.
- Knowledge of how to use a style guide, or willingness to learn, particularly the AP stylebook.
- A can-do attitude and willingness to pitch in.
- Passion for public service, and the motivation to advance the Partnership's mission.

### STIPEND AND BENEFITS

Each 2020 Mellon/ACLS Public Fellow receives an annual stipend of \$70,000, as well as access to employer-based health insurance through the host organization. In addition, ACLS provides funds for relocation and professional development. Fellows receive professional mentoring and participate in career development programming, both in-person and virtually.

### APPLICATIONS

- All applications must be submitted through the ACLS online application system ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 18, 2020, 9 p.m. Eastern Daylight Time