

Job Description

Managing Editor

Project Statecraft (PSC) is a non-partisan youth-led policy think tank, working in global affairs and governance to produce truthful and equitable research. We, at PSC, aim to build an ecosystem that would encourage the youth to carry out research and participate in deliberations and discussions, in order to motivate and contrive change.

About the Role

We are looking for someone who is passionate about leading teams, taking responsibility, proactive in decision-making, and enjoys reviewing and editing articles that focus on issues of global relevance. The focus areas include economics, law, environment, international relations, politics, and related fields.

Position	Managing Editor
Department	Editorial Board (EB)
Reports Functionally and Administratively to	Editor-in-Chief

Duties and Responsibilities

The Editorial Intern will provide support to Project Statecraft's Editorial Board, by performing tasks ranging from administrative to editorial duties necessary for the production of research output. You will be required to:

- Supervise the review of abstracts by the editorial associates and give suggestions on the improvement of the topic.
- Monitor and assign second reviews of submissions from each forum.
- Responsible for ensuring the quality of research articles and blogs, consistency, and tone.
- Might be required to take up occasional final reviews of specific articles to determine their publishing capacity.
- Responsible for the entire process of external submissions and also taking up reviews for them.
- Manage submissions and curate the monthly newsletter along with contributing a column to the same.
- Hiring and training new editors (December 2021).
- Developing the PSC Journal / Magazine with EIC and Publishing Editor

Who fits the bill?

- Currently enrolled in (or have completed) a bachelors degree programme in any major
- Publication and leadership record will be preferred
- Excellent communication (written and oral) and interpersonal skills
- Self-motivated and should be able to meet tight deadlines
- Basic knowledge of online publishing and social media

Additional Requirements

- Interns shall be subject to a period of 45 days probation where the work quality, punctuality, response and diligence towards work shall be monitored and adjudged.
- Failure to not attend 3 consecutive fortnightly team meetings and organization-wide meetings will lead to strict disciplinary action.

Please share your CV and a writing sample to editorinchiefpsc@gmail.com, with the subject line "Application - Editorial Intern - Your Name".