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SUMMER 2012 EDITORIAL INTERN

The Public Policy Lab is seeking a summer editorial intern to assist with *Public & Collaborative: Designing Services for Housing*, a project in partnership with Parsons The New School for Design to enhance the delivery of public services by the NYC Department of Housing Preservation & Development. Complete project details are available at: <http://nyc.pubcollab.org>

Responsibilities

The editorial intern will assist with the development of written content for the project findings document, as well as related written material. Responsibilities may include:

- drafting findings copy based on guidelines provided by authors and editors
- researching best practices related to project aims and drafting summaries of research
- proofreading copy for spelling or grammatical errors and factual inaccuracies
- fact-checking copy and illustrations
- identifying, obtaining, and tracking appropriate images to accompany text
- managing the flow of manuscript between authors, editors, designers, outside readers, and other contributors
- tracking deadlines and deliverables related to project materials
- drafting other written material related to the project, including blog posts, press releases, newsletter articles, etc.

In addition, the editorial intern may be asked to assist with other administrative, research, and design tasks related to the project and the Public Policy Lab's work, including co-design and user-testing activities led by PPL staff and fellows.

Qualifications

Successful applicants will have an advanced command of written English, including a secure grasp of grammatical standards and an allegiance to clear and concise language. Applicants should be comfortable writing to specific word counts and following a style manual.

Prior familiarity with issues related to public-sector service design and the NYC Department of Housing Preservation & Development's services is preferred.

Time Commitment & Payment

This internship is expected to last eight weeks, from the week of June 11 through the week of July 30, with a one- to two-day time commitment per week. The internship is unpaid, but interns will receive a stipend of \$60 per full day to cover meals and transportation costs.

Application Process

For consideration, please email a *single PDF* that contains a one-page cover letter, a one-page resume, and three pages of writing samples to Chelsea Mauldin at cmauldin@publicpolicylab.org. In your cover letter, describe your interest in the editorial component of this project and explain your position regarding the serial comma. Applications are due by June 4 at 5 p.m.