

Senior Associate, Editor of policy brief series, Project on Middle East Democracy

A) Description:

- Project on Middle East Democracy (POMED) is currently soliciting applications for a Senior Associate who would edit and oversee a new policy brief series, as well as contribute to other projects.
- Candidates should be entrepreneurial individuals with a deep interest in U.S. foreign policy.
- They should possess knowledge of and experience in the Middle East as well as a commitment to POMED's mission.
- They should have exceptionally strong writing skills.
- This is a full-time position with a competitive salary and benefits.
- The Senior Associate will edit and oversee POMED's new policy brief series.
- In addition, s/he will develop and manage a series of web-based and other initiatives focused on building policy dialogue with key non-governmental leaders in Egypt.
- The Senior Associate will have the opportunity to attend and contribute to three policy conferences in the Middle East; additional travel is also possible.
- S/he will be encouraged to comment widely in relevant publications and media outlets and to engage substantively with other researchers and think tanks in Washington.
- Finally, the Senior Associate will help develop project proposals and seek additional funding for POMED's research efforts.

B) Responsibilities include:

- Edit series of policy briefs :-

- Provide overall direction and development of the tone, quality and format for policy briefs
- Edit, lay out, and publish articles
- Develop contacts and roster of potential authors and contributors, and solicit articles for policy brief series

- Contribute to effort to build relationships and policy discussions with pro-reform allies in Egypt

- Oversee development of new website, to include Arabic content and web 2.0 capacities, and contribute content for that website
- Help develop new initiatives (including writing grant proposals) such as joint publications, translation projects, and videoconference events to stimulate policy-relevant dialogue between Washington and regional experts

- Oversee discussion sessions at POMED's three Young Leaders Conferences in the Middle East and North Africa, and assist in drafting a short final report

- Attend three conferences in the Middle East, including possibly Egypt, Kuwait and Morocco
- Record notes from discussion sessions leading to creation of final recommendations
- Assist with production of final report from MENA conferences

C) Qualifications:

- Qualified candidates will have a graduate degree and at least three years of relevant work experience.
- They must have exceptionally strong writing skills and attention to detail.
- Substantive experience in journalism and/or in a professional editing role is highly desirable.
- Experience with web development, maintenance, and blogging is highly desirable.
- Successful candidates will demonstrate initiative and entrepreneurialism and/or have experience writing successful grant proposals.
- Candidates should have knowledge of and experience in the Middle East as well as a commitment to POMED's mission.
- Some Arabic or Farsi language skills are required.

To apply, please send a CV, cover letter, and at least one writing sample to senior.associate@pomed.org. Applications will be reviewed on a rolling basis.

Please submit your application no later than April 23.