

Al-Shabaka's content is produced by its 130 policy analysts and guest authors. Its publication schedule averages two policy pieces a month. Al-Shabaka actively communicates the findings of its analysis and its recommendations to the policy community, the media, and the informed public in the form of op-eds, talking points, and executive summaries.

Please email applications to [contact@al-shabaka.org](mailto:contact@al-shabaka.org) with your name and the title of the position (commissioning editor) in the subject line. Deadline: April 7, 2016. Please also include a cover letter providing any additional information regarding your work as it relates to this position as well as why you would be interested in working for Al-Shabaka.

### **Al-Shabaka Commissioning Editor**

The Commissioning Editor works with the director, the program director, the editorial committee, and the digital media manager to undertake the list of functions below. This list will be tailored to the editor's circumstances; expectations and deliverables will be established accordingly to enable fair performance assessment.

- Edit material in the Al-Shabaka style, ensuring accuracy, flow, logic, topical hook & maximum accessibility;
- Commission and secure flow of topical, quality material from Al-Shabaka's policy network, drawing on their areas of expertise;
- Review material and organize light peer reviews;
- Handle exchanges with authors;
- Organize and/or review translation into Arabic (or vice versa);
- Prepare pieces for publication and dissemination;
- Work with network administrator on publication.
- Assist in the development of measures to track the influence of policy materials
  
- Maintain Al-Shabaka's publishing guidelines & style sheet;
- Work with established contract editors and train and mentor other editors when Al-Shabaka moves to more frequent publishing.
  
- Staff the Al-Shabaka editorial committee, which will provide guidance on content and support in outreach and editorial tasks as appropriate.
  
- Transform pieces into a variety of additional formats, including talking points, executive summaries, and op eds;
- Work with partners to get op eds and other policy materials placed in the media and public sphere.

3. Attributes/skills needed:

- Excellent English writing/editing skills and a proven track record as an editor;
- Excellent knowledge of the Palestinian question including understanding of the politics, At least some working knowledge of Arabic;
- Excellent time management skills.

The job will be a part-time contract for the present, with the possibility of growth within the organization as funding permits. Fellows are in the first instance identified from within Al-Shabaka's policy network.