

The CUNY-Phenomenal World Fall Editorial Internship

About the Position

We are hiring an intern to work on editorial projects for our political economy publication, [Phenomenal World](#). This opportunity is open to all CUNY undergraduates.

The Phenomenal World is a project of the Jain Family Institute (JFI). Though JFI is based in lower Manhattan, we are currently working remotely because of the pandemic. Candidates in any location are encouraged to apply.

The internship will last 10 weeks, with an anticipated time commitment of 10 hours per week (100 total hours). **Stipend is \$2,000.**

About the JFI and Phenomenal World

[JFI](#) is a nonprofit applied research organization in the social sciences. We work to bring just and equitable research and policy from conception in theory to implementation in society. Our current active initiatives include applied research in higher education finance, guaranteed income, and digital ethics.

Our editorial team produces a web publication, [Phenomenal World](#), which publishes a wide range of analyses and interviews on economics, history, philosophy, sociology, economic history, and related fields.

Job Duties and Responsibilities

Editorial work with the [Phenomenal World](#) team is at the center of this internship. Interested candidates should familiarize themselves with the

publication. If you are excited by what we publish, you are likely a great fit for this internship.

- Researching and soliciting potential contributors across our topics
- Collaborating with our editorial team to edit, fact-check, and proofread pieces
- Transcribing and fact-checking interviews with political leaders and scholars
- Joining team strategic planning sessions about future series and verticals

The internship may also involve some work with our external communications team on an as-needed basis. This work would involve researching journalists and publications, conducting outreach, promoting blog posts, assisting with social media, and event coordination.

Requirements

Interest in some of the fields relevant to Phenomenal World's topics (international political economy and finance, social science, public policy) is extremely helpful for this role.

The ideal candidate will have some experience editing and writing, with wide-ranging interest in all forms of intellectual activity and a passion for interdisciplinary engagement and social impact. We also appreciate familiarity with--or willingness to learn--Markdown, Kirby, Wordpress, Otter.Ai, Twitter, and Mailchimp.

Required Materials

Those interested should send the following to editorial@jainfamilyinstitute.org:

- A CV or résumé with contact information;
- One to three paragraphs of summarizing your interest and relevant experience;

- A writing sample of 5-10 pages demonstrating an ability to synthesize, analyze, and clearly communicate information from a variety of sources.

Select candidates will be invited for a video interview.

Deadline and Start Date

Our **preferred deadline is September 3, 2021**, after which we will consider submissions as needed. Start date is flexible, with an expectation that we will begin sometime in mid September.

JFI is firmly committed to the principle of Equal Employment Opportunity (EEO). We believe that the quality of our work and research is immensely strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, gender identity, race, ethnicity, disability, and more. We actively seek and welcome applicants who identify as BIPOC, women, members of the LGBTQIA community, persons with disabilities, and people at the intersections and peripheries of these identities, from across the spectrum of disciplines and methods. For details about our staff and current projects, see <http://www.jainfamilyinstitute.org>.