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# CALL FOR APPLICATIONS

## Editorial Associate and Coordinator

### About SPRF India

Social and Policy Research Foundation (SPRF) India is a public policy think tank headquartered in New Delhi. As a solution-oriented organisation, we analyse and simplify public policy by rooting it in data and non-partisan research. We aim to democratise public policy to create a critical dialogue among engaged youth.

### About this Position

SPRF is looking for an Editorial Associate and Coordinator to assist the editorial team with policy research outputs at the intersection of governance, gender, economy, environment, security, and human rights.

### Responsibilities

- Copy-editing, fact-checking, citation-checking, and proofreading in-house and outgoing publications.
- Assisting the Editorial Manager in timeline management, upholding in-house publications and citation standards, and communicating with external/curated voices authors.
- Coordinating outgoing communications for collaborations, partnerships, and external projects.
- Preparing timelines, concept notes, and related documents for institutional partnerships.
- Communicating with publishers/media houses/newspapers for external publications.
- Assisting Founder-Director Neha Simlai on, inter alia, research work, internal projects, timeline management and all outgoing communication for our external engagements and collaborations.



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### **Skills and Qualifications**

- Undergraduate or postgraduate degrees in relevant fields such as English, Political Science, Sociology, Economics, Public policy, etc.
- Previous editing experience, especially knowledge of academic citations, is preferred.
- Strong writing skills, along with an ability to liaise with authors.
- Soft skills such as excellent time management, attention to detail, and comfortable working in a start-up environment.
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### **Application process**

Write to us at [recruitment@sprf.in](mailto:recruitment@sprf.in) using the subject line “**Application for EAC- [Your Name]**” with the following:

1. Your CV/ resume
2. A short statement explaining your interest in the role (under 200 words)
3. A recent writing sample of not more than 1000 words with APA (7th Ed.) citations.

### **Deadline for application**

30th June 2023, 11:59 pm

Please note we encourage applications from candidates belonging to underrepresented and marginalised communities. Kindly mention it in your statement of interest.

Due to the volume of applications received, only shortlisted candidates will be contacted. We will be unable to respond to emails or phone calls regarding the status of your application. We thank you in advance for your interest and time.