

Job Announcement: Writer & Librarian



About You

Do you daydream about the architecture – in other words, information management systems – that guides rigorous work, like social science research? Are you able to see the big picture clearly, and write about it with precision – and find inconsistencies when you read about that big picture? Do you thrive in fast-paced environments, balancing multiple deadlines? Are you able to follow procedures, yet innovate where you see an opportunity for improvement? Do you thrive in collaborative teams? Do you have a positive outlook and like to laugh about quirky things? Are you excited about working with people from many backgrounds and with different opinions? What about working alongside a few office dogs? If the answer is YES, you might be a great Writer & Librarian at NewKnowledge!

About NewKnowledge

New Knowledge Organization Ltd. empowers change-makers with interdisciplinary social science research. As a 501(c)(3) charitable organization, we pursue this work to build a society where all people can live to their greatest potential in harmony with a thriving biosphere. Through independent research, evaluation, strategic planning, and systems design, we explore how people learn about and are motivated to solve society's grand challenges. With over 30 researchers from a range of disciplines, we explore paths to individual and community **wellness**, how to support a healthy **biosphere**, and how **media** and **cultural organizations** contribute to a just society. Consistent with the principles of a strong democracy, we promote public dialogue and action through collaboration, transparency in our process, and open access to the results of our work.

Our website newknowledge.org provides a comprehensive overview of our current work.

Requirements

In addition to the About You questions (above), there are a few more things we need. Candidates should:

- Have completed a MLIS degree or equivalent degree in a related field;
- Have experience managing or contributing to research databases;
- Have experience as a technical or academic writer (experience with social science research writing is preferred); and
- Have the ability to work in our New York City office.

Expected Responsibilities

The Librarian & Writer will split their time between serving as NewKnowledge's internal librarian and information specialist, and a member of the organization's writing team. As Librarian, this individual will be a champion of consistency, overseeing tracking of a wide range of publications, including record keeping, producing metadata, and dissemination. As a critical part of the support team for the Research Integrity Officer, the Librarian will ensure that records and procedures are followed according to systems defined by the NewKnowledge's policies and field-wide standards. As a member of research teams, the individual will use social science databases to retrieve scholarly articles in multidisciplinary fields, and provide general reference support to research staff including web searches, compiling of bibliographies, research assistance, and record compliance management. The librarian will also contribute to and improve data management practices.

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tel: (347) 766-3399
40 Exchange Pl. Suite 1403
New York, NY 10005

tel: (442) 222-8814
3630 Ocean Ranch Blvd.
Oceanside, CA 92056

tel: (240) 639-1177
P.O. Box 30273
Bethesda, MD 20824

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Facing Society's Grand Challenges Head On

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As Writer, this individual will be a member of several project teams, collaborating with researchers, project managers, and the communications lead to produce research-focused publications. Pulling from a broad set of resources, the Writer will distill information quickly, abbreviate details, and condense a story to its essence. Staff will rely on the Writer to originate ideas for storytelling, generate slogans and consult on phrasing, and quickly pull together presentations and reports. On the project side, the Librarian & Writer will bring their expertise in the library and information field to our library research projects with ALA, the Gates Foundation, and more.

Location: 40 Exchange Pl. Suite 1403 New York, NY 10005

To apply: Submit the following to Laura Tietjen, jobs@newknowledge.org:

- Résumé
- Cover letter
- One writing sample

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