On-Campus Internship Opportunity

Editorial Intern, Stanford Social Innovation Review at Stanford PACS

Internship Description:

*Stanford Social Innovation Review* ([www.ssir.org](http://www.ssir.org))—a media group with a quarterly magazine, website, conferences, and webinars, and published by the Stanford Center on Philanthropy and Civil Society—is looking for a motivated, resourceful, and organized undergraduate student or recent graduate intern, who is attentive to detail and has an interest in journalism and publishing.

*SSIR* covers nonprofit management, philanthropy, corporate social responsibility, and social entrepreneurship. Candidates with interests in these fields are especially encouraged to apply. This intern position will provide many opportunities to learn about and network with leaders of social innovation, as well as professional editors and publishers.

The Stanford Center on Philanthropy and Civil Society (Stanford PACS) is hiring a part time student intern to join our SSIR team through the Spring 2018 and/or Summer 2018 quarters.

The editorial intern will work through the spring and/or summer quarter for 10-15 hours per week, with the potential option to continue in following quarters. Selected candidates may have the option of continuing in the next academic year. We are specifically looking for students who are available for the summer.

This is a paid position with flexible work hours. The successful candidate will gain: hands-on experience managing a website, a behind-the-scenes look at how magazine and web publishing works, and exposure to cutting-edge ideas about social problems and solutions. The editorial intern will work with a team of supportive, highly experienced editors.
**Core Responsibilities:**

- Promote web content using established social media outlets
- Upload podcasts and blog posts
- Upload magazine content quarterly
- Produce and distribute analytical reports for web traffic and social media activity
- Maintain website content generally
- Stay informed about industry news and online trends
- Generate content, content-distribution, and contributor ideas
- Perform background research on story ideas and potential contributors
- Conduct photo research and fact-checking
- Miscellaneous duties as assigned

**Qualifications:**

- Ability to work at least 10 hours per week, with the option to work up to 30 hours if available
- Exceptional communication skills, verbal and written
- Diligent work ethic
- Reliability and punctuality
- Ability to work independently
- Mac and PC proficiency
- Strong social media skills, including experience with Twitter, Facebook, Google+, and LinkedIn
- Ability to perform research using Web search engines and media databases
- Experience in analyzing issues in business, the social sciences, and related fields
- Microsoft Office skills
- An eye for detail; proofing and copyediting experience a plus
- Experience in publishing or journalism preferred
- Photoshop and content management system (CMS) skills a plus

**Location:** Stanford Law School, 559 Nathan Abbott Way, Stanford

**How to apply:**

To apply, please submit a cover letter and résumé to Madeline Musante, (mmusante.ssir@gmail.com)

**About Stanford PACS:**

Stanford PACS is an interdisciplinary research center in the school of Humanities and Sciences. Stanford PACS develops and shares knowledge to improve philanthropy, strengthen civil society and effect social change. We bring together Stanford faculty, visiting scholars, postdoctoral scholars, graduate and undergraduate students, and nonprofit and foundation practitioners. As publisher of Stanford Social Innovation Review (SSIR), we inform policy and social innovation, philanthropic investment and nonprofit practice.

Our student interns are passionate about social impact, philanthropy, and developments in civil society. They learn how to facilitate the workings of a multi-faceted research center, take ownership over individual projects, and contribute to a fast-paced, small team with a high standard of excellence. If this describes you, we urge you to apply!