



Job Announcement

Publications Officer

The International Peace Institute (IPI) is an independent, international research and policy-development organization dedicated to promoting the prevention and settlement of conflicts between and within states. IPI is currently inviting applications for the position of **Publications Officer** to assist the Editor in the production and dissemination of all IPI books, policy papers, and related publications, and in the development and maintenance of IPI research resources.

Responsibilities

The successful candidate's duties will include

- copyediting, formatting, fact checking, and proofreading;
- maintaining the house style guide;
- assisting with the organization of the manuscript peer-review process;
- conducting photo research for publications;
- coordinating the dissemination of publications;
- supporting the Web Editor in proofreading website content;
- managing IPI's research library, including IPI subscriptions to journals, magazines, newspapers, and digital resources;
- Organizing expense requests, including for payment of reviewers, authors, and service providers, and other ad hoc administrative tasks; and
- occasional handling of general correspondence and other ad hoc writing tasks;

Qualifications

- BA or MA in the humanities (English a plus) or social sciences, with knowledge of and interest in international affairs;
- outstanding command of English, particularly in writing and editing;
- strong organizational skills and an extraordinary attention to detail.
- *Editorial or Publishing experience is strongly preferred.*

To apply

Please send cover letter with curriculum vitae, contact information for three professional referees, and a relevant writing sample to Dr. Adam Lupel at lupel@ipinst.org (with "Publications Officer" as the email subject).

Only short-listed candidates will be contacted. The position will be filled as soon as a successful candidate is identified. Candidates must be willing to relocate to New York City.

IPI is an equal-opportunity employer and strongly committed to hiring and retaining a diverse and internationally representative staff.