

We're seeking 8 Graduate Fellows

**APPLY TODAY FOR
A PRATT CENTER
GRADUATE
FELLOWSHIP**

Each year, Pratt Center for Community Development selects a number of graduate students to work alongside staff members on urban planning and policy projects. Pratt Center interviews applicants and selects those who best fit the organization and its work. Each fellow is assigned to a staff member who supervises their work and provides training and career mentorship. The fellowship requires two days a week (14 hours) of work during the 2021-2022 school year. Fellows are paid a stipend toward their tuition of \$3,000 per semester.

The fellowship provides a unique opportunity for graduate students to apply what they learn in school to the “real world” practice of planning and community development, as well as networking opportunities that can facilitate job placement after graduation. Pratt Center Fellows have the opportunity to meet and work with a broad spectrum of community-based organizations, city agencies, citywide think tanks, and elected officials with whom Pratt Center engages throughout New York City.

In addition to their day-to-day work, there are monthly facilitated workshops that give fellows a chance to go in-depth on several relevant topics such as using data to tell stories; approaches to and considerations for engaging community stakeholders; and planning through the lens of racial justice.

**PRATT
CENTER
FOR**
**COMMUNITY
DEVELOPMENT**

Archives Administration Fellow

The Pratt Center for Community Development, in partnership with the Pratt Institute Archives, is seeking a grant-funded Archives Fellow for 20 hours per week for the Fall 2021 and Spring 2022 semesters. The Archives Fellow will work with the Institute Archivist at the Pratt Institute Libraries (Brooklyn Campus) to research, arrange, and describe the Records of the Pratt Center for Community Development. The collection consists of 93.75 cubic feet of correspondence, proposals, project reports, partnership agreements, publications and photographs that document 43 years projects and initiatives that combine technical assistance, organizing, research, and policy advocacy to advance innovative solutions to social, economic and environmental inequalities in partnership with community-based organizations and the public sector. The Fellow will also serve a liaison between the Archives and the Pratt Center in order to gather information about the records and ensure that the collection is processed and described appropriately and accurately.

The position presents an opportunity for students with experience processing or assisting in the processing of paper-based materials to develop their project management skills and work directly with records creators in a highly collaborative and service-oriented environment. A successful candidate will be enrolled in the Pratt Institute School of Information, has strong research skills, and is highly organized. Students from underrepresented groups or who are interested in promoting diversity, equity, and inclusion through archival work are encouraged to apply.

JOB DUTIES

- Research topics relevant to the subject matter and initiatives documented in the collection.
- Develop a processing plan for the Records of the Pratt Center for Community Development
- Arrange and describe archival materials
- Author a finding aid using ArchivesSpace
- Basic preservation of materials, including re-housing, re-folding, and encapsulating as needed
- Write blog posts narrating the project's progress and highlighting items from the collection

QUALIFICATIONS

Required

- Strong research, writing, technology, and communication skills
- Be enrolled in the Pratt Institute School of Information's Master of Science in Library and Information Science program
- Knowledge of principles of diversity and inclusion and demonstrated experience or interest in promoting social justice, equity, and inclusion

- Have completed courses related to Archival processing and description
- Basic knowledge of archival theory, standards, and practices
- Experience working with archival materials

Preferred

- Experience working with ArchiveSpace
- Experience working with community organizations

HOW TO APPLY

Interested students who have completed at least one semester of study should send a resume and cover letter as a single PDF to Paula Crespo at pcrespo@prattcenter.net. Please include your name in the PDF's title, and use the subject line: "Pratt Center fellowship application." Indicate the fellowship position for which you are applying; you may ask to be considered for more than one position.