

POSITION WRITER OF THE OFFICIAL REPORT OF THE DETROIT REPARATIONS TASK FORCE

JOB DESCRIPTION

The DRTF Report Writer's task includes the organizing, compilation, writing and editing of the Official DRTF Report, as well as the research necessary to identify and include information substantiating the Report narrative and recommendations. The DRTF Report Writer may employ assistants to carry out specific support tasks as needed. Compensation for such assistants must be included in the proposed budget for the project.

OBJECTIVE

To develop a comprehensive, clear, and well-structured official report for the Detroit Reparations Task Force to present to the Detroit City Council. This report will encapsulate the findings, recommendations, historical context, and proposed actions related to reparations for African American residents of Detroit.

SCOPE OF THE WORK

The DRTF Report Writer will work in consultation with DRTF members to:

1. Understand Project Requirements:

Collaborate with the Detroit Reparations Task Force to gain a deep understanding of the task force's goals, findings, and recommendations.

Review all relevant documentation, including meeting minutes, research studies, community input, historical data, and preliminary drafts or notes.

2. Research and Data Collection:

- a. Conduct thorough research to support the report's content, including historical context, case studies, and statistical data.
- b. Ensure all data and sources are accurately cited and referenced.
- c. Review thoroughly the DRAFT Outline that has been prepared to:

Understand the significant philosophical and historical frames of reference the DRTF wishes to convey in the Report.

Ensure that the Report narrative respectfully reflects the historic experiences and injustices endured by African Americans in the City of Detroit.

Ensure that the Report recommendations meet all the requirements of the principles of reparations: Restitution, compensation, rehabilitation, satisfaction of the aggrieved, guarantee against repetition of harms, as well as the DRTF's efforts to ensure accountability of City government agencies and officials.

3. Report Outline and Content:

- a. Executive Summary
- b. Introduction
- c. Background and Historical Context
- d. Methodology
- e. Findings
- f. Recommendations
- g. Implementation Plan
- h. Conclusion
- i. Appendices (if applicable)

4. Collaboration and Feedback:

- a. Regularly communicate with the task force members to discuss progress and incorporate feedback.
- b. Schedule and attend meetings as required to gather input and ensure alignment with the task force's vision and objectives.
- c. Revise drafts based on feedback from the task force.

5. Drafting and Revisions:

- a. Write detailed and well-organized content for each section of the report.
- b. Ensure the report is accessible and comprehensible to a broad audience, including city officials, community members, and other stakeholders.
- c. Produce an initial draft of the report for review by the task force.
- d. Incorporate feedback and make necessary revisions to ensure accuracy, clarity, and completeness.
- e. Prepare multiple drafts as needed until final approval is received from the task force.

6. Final Report Preparation:

- a. Finalize the report, ensuring it is polished, professionally formatted, and free of errors.
- b. Prepare both digital and print-ready versions of the report.
- c. Ensure the report includes all necessary graphics, charts, and images to support the narrative and findings.

7. Presentation to the Detroit City Council:

- a. Assist in preparing a summary presentation for the Detroit City Council, highlighting key findings and recommendations from the report.
- b. Provide support during the presentation, including answering questions and clarifying points as needed.

8. Timeline and Deliverables:

- a. Initial project meeting and outline development: [Insert Date]
- b. First draft submission: [Insert Date]
- c. Review and revision period: [Insert Date Range]
- d. Final draft submission: [Insert Date]
- e. Report presentation preparation: [Insert Date]
- f. Presentation to Detroit City Council: [Insert Date]

DURATION OF THE CONTRACT

This appointment will extend over a period of months, with the contract ending when the prepared Report meets the requirements of the DRTF by vote of the majority of the DRTF Members.

QUALIFICATIONS

- a. Doctorate level education in African American history, political science, economics, or related fields, or professional portfolio demonstrating previous experience in preparing similar reports.
- b. Proven experience in writing detailed and comprehensive reports.
- c. Strong research and analytical skills.
- d. Excellent writing and editing abilities.
- e. Ability to work collaboratively with diverse groups and incorporate feedback effectively.
- f. Knowledge of African American history and reparations.
- g. Engagement in an interview with designated members of the DRTF.
- h. Approval by DRTF Members and City Council.
- i. Detroit residency preferred.

COMPENSATION

- a. Payment will be made in installments based on the completion of key milestones (e.g., initial draft, revisions, final report).
- b. The final payment will be released upon delivery and acceptance of the completed report by the Members of the DRTF.