

## Assistant Community Manager



Project Title	Assistant Community Manager
Project Summary	Help us revolutionize government access and responsiveness. This role involves communication, outreach, and research into barriers to adoption for a ground-breaking project in the Office of Innovation. Work includes participation on historyhub.archives.gov, networking, and social media outreach.
Country	United States
Agency	National Archives and Records Administration
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	3

## Project Description

We are working toward the Obama administration's vision of transparency, public participation, and collaboration. More than anything, we want to work with someone who is excited about providing the public with unprecedented access to history, subject matter experts, and government documents. The ideal candidate would have a background in communications, usability, marketing, or knowledge management, and have a solid understanding and appreciation of social media. This is a big project, so to some degree an internship can be tailored to the candidate's interests.

## Desired Skills Interests

### Skill

Knowledge management

Communication Skills

Social Media

Usability

Online Communities

## **Additional Information**

Requirements:

- \* Ability to communicate clearly in writing
- \* Experience in using social media platforms and a basic understanding of how online communities function
- \* Able to multi-task and take on several projects while meeting deadlines
- \* Able to support an environment that promotes equal, fair, and inclusive opportunities free from discrimination

Find more information about the project on the AOTUS blog:

<https://aotus.blogs.archives.gov/2016/01/13/launch-and-learn-our-new-history-hub-pilot-project/>

## **Language Requirements**

*None*