



Newsletter Revitalization

Project Title	Newsletter Revitalization
Project Summary	Revamp a boring and drab newsletter to be catchy and desirable to read while making an impact on the quality of life for an entire Embassy community.
Country	Russia
Agency	Department of State
DoS Office	N/A
Post	MOSCOW
Section	CLO
Number of Interns	1

Project Description

The weekly newsletter for the Embassy community is in need of a facelift. The end goal is a newsletter with a new format and new look that catches the attention of readers. The newsletter must be created in Microsoft Publisher and contain master pages for each section and organization. Until the new format is complete, main articles and cultural out and about pieces will be needed for the weekly newsletter. You will research Russian customs, culture and history to create short articles that help community members understand and embrace the culture. You will also research and create short ads for local events, concerts and festivals throughout Moscow to entice community members to experience the Russian lifestyle and culture first hand.

Desired Skills Interests

Skill

Self Motivated

Microsoft Publisher

Ability to work independently

Ability to meet deadlines

Design thinking

Editing

Graphic design

Marketing

Research

Writing

Additional Information

Interest in Russian culture is helpful.

The Community Liaison Office (CLO) is one of the first points of contact of our Diplomats when moving to a new Embassy. The CLO helps make transitions to the local area as easy as possible. The ability to provide information for local events each week helps our community members experience the culture and gives a more robust experience for the tour.

Language Requirements

Language Speaking Proficiency Reading Proficiency Importance

Russian No practical proficiency Elementary proficiency Nice to Have
