

## Community Engagement



Project Title	Community Engagement
Project Summary	Help keep the US Consulate Guadalajara community connected & informed! Hone your skills in researching, writing, editing, and disseminating cultural and local information in an engaging way!
Country	Mexico
Agency	Department of State
DoS Office	N/A
Post	GUADALAJARA
Section	CLO
Number of Interns	2

## Project Description

One of the goals of the Community Liaison Office (CLO) is to gather, maintain, and disseminate information to the US Consulate community. This position will support content creation and updates for U.S. Consulate Guadalajara's community outreach programs. Work closely with the Community Liaison Office to create content (written and designed) for the internal Mission newsletter and Facebook page.

This includes researching and summarizing events in the area to disseminate in an attractive and succinct format. In addition, you will produce articles and/or fliers about topics of interest, such as cultural events, volunteer opportunities, and summaries of past programs. The information will be disseminated in related, but unique ways through fliers, the newsletter, and the community Facebook page. Finally, this information will be filed in the CLO Evernote account, tagged with relevant search terms.

## Desired Skills Interests

Skill

Editing

Graphic design

Independent

MS Office  
Proofreading  
writing  
Facebook  
Social Media  
journalism  
Online Communities

## **Additional Information**

Many of the events that will be researched are written in Spanish, so a working proficiency of the language is preferred. However, Google Translate can be a useful tool if and when needed!

## **Language Requirements**

<u>Language</u>	<u>Speaking Proficiency</u>	<u>Reading Proficiency</u>	<u>Importance</u>
Spanish	No practical proficiency	Limited working proficiency	Nice to Have