Help Make the US Embassy Dublin Pop for Our Diplomats

Project Title	Help Make the US Embassy Dublin Pop for Our Diplomats
Project Summary	US Embassy seeks a storyteller with an eye for design to help make our monthly newsletter and other communications stand out amongst the crowd.
Country	Ireland

Project Description

Bring your creativity and critical eye to our Dublin Embassy team!

The Community Liaison Office (CLO) at the US Embassy in Dublin is seeking a self-motivated, creative, student intern to edit and compile an engaging, digital newsletter. The Roundhouse Review is emailed to Dublin Embassy diplomats and locally engaged staff on the last day of each month. The intern will be responsible for compiling information from various sections around the embassy, classified ads, an events calendar, and other notices. The intern will also write a one-page, original piece per month for inclusion in the Roundhouse. The topics will be determined by the intern and approved/reviewed by the mentors.

Throughout the year, the intern will also work closely with the CLO Offices in Shannon and Dublin on updating documents that are vital to the successful transition of our diplomats to Ireland including:
- Temporary Duty Booklet
- a visitor’s guide to Ireland
- generating Facebook content as needed
- other tasks as agreed upon by the student and the mentors

Required Skills or Interests

Skill(s)
Editing and proofreading
Graphic design
Storytelling/blogging/vlogging
Writing

Additional Information

Prior experience with editing and formatting is helpful but not required!

Language Requirements

None