Help Peace Corps Better Serve Staff

Project Title	Help Peace Corps Better Serve Staff
Project Summary	Assesses, curates, and updates content in Resource Centers for staff on topics including: diversity & inclusion, employee resource groups, accessibility & disability, alternative dispute resolution, and equal employment opportunity.
Country	United States

Project Description

This project involves using Microsoft SharePoint to manage online resource centers related to the multi-pronged work of the Office of Civil Rights and Diversity (OCRD). Working in coordination with OCRD staff, this role will review content of current resource centers (RCs) to ensure adequate information, materials, and resources are provided in each, high quality user experience (UX), continuity in content and messaging across OCRD's RCs and RCs hosted by partner offices with overlapping topic areas, and ease of accessing RCs via the Agency's online platforms. The individual(s) who fill this roll will also collaborate with OCRD staff to fill in gaps in content and develop step-by-step guidance and training on how to update and maintain RCs for OCRD staff. Other duties may be assigned as needed.

Required Skills or Interests

Skill(s)
Design thinking
Editing and proofreading
Infographic design
Research
Videography

Additional Information

Knowledge management background preferred, including skills in assessing, curating, and updating content and

UX, and ensuring continuity of messaging. Experience with Microsoft SharePoint a plus.

Language Requirements

None