Digital Recruitment Marketing and Technology Support

Project Title	Digital Recruitment Marketing and Technology Support
Project Summary	Assist the Office of Recruitment's Marketing Team with writing creative content, trimming videos for social media, and researching diversity-focused and professional organizations.
Country	United States

Project Description

Provide support to the Bureau of Global Talent Management's Office of Recruitment's Digital Marketing and Technology team to create engaging content to identify, attract, and recruit prospective candidates.

Duties will include:

· Trimming existing videos to engage followers on Twitter and Instagram. Identifying multiple clips per video that speak to different topics and fit each platform's video length requirements. Microsoft Photo App or another basic video editing program required.

· Identifying quotes and/or writing new creative content based on employee interview transcripts. Content will be shared using Box.com.

· Researching and identifying professional and diversity-focused organizations, adding new ones to a current list, and updating ones that currently exist.

· Updating university and organization contact lists in Yello, an event and talent relationship management database.

Required Skills or Interests

Skill(s)
Research
Social media management
Videography
Writing

Additional Information

You’ll be part of a team that is responsible for recruitment marketing and advertising designed to identify, attract, and recruit diverse talent for U.S. Department of State careers, internships, and fellowships.

Language Requirements

None