



COMMUNICATIONS SPECIALIST DETAIL OPPORTUNITY DOI OFFICE OF INTERNATIONAL AFFAIRS

Introduction

The DOI Office of the Secretary, Office of International Affairs (INT), International Technical Assistance Program (ITAP) is looking for one or more candidates, from GS-9 to GS-13, for a 6-month, reimbursable developmental detail as Communications Specialists supporting the work of DOI-ITAP globally.

The incumbent will be responsible for assisting in the implementation of and charting the growth for outreach and communication for DOI-ITAP.

Major Duties and Responsibilities

The duties and responsibilities would consist of:

Social Media Management (40%) (<https://www.facebook.com/DOI.ITAP>)

- Oversees DOI-ITAP's social media presence by managing DOI-ITAP's Facebook page and fledgling YouTube channel and measuring the effectiveness of content through analytics tools.
- Coordinates social media workflows, including the creation, review, and publication of content.
- Serves as DOI-ITAP's social media point of contact and attends meetings with DOI-ITAP partner offices at USAID, Department of State, and in other DOI bureaus.
- Evaluates the effectiveness and efficiency of existing communications in achieving greater understanding of DOI-ITAP's mission and projects.
- Assesses DOI-ITAP long-term social media strategy and makes recommendations on the usefulness of new services and platforms.

Website Management (25%) (<https://doi.gov/itap>)

- Works with DOI-ITAP teams to ensure content meets Federal accessibility standards (Section 508 compliance).
- Supports DOI-ITAP in the transition to Drupal-9 and makes recommendations on the improved use of Drupal capabilities.

Outreach Materials (30%)

- Reviews and provides recommendations for the improvement of the "DOI-ITAP Communications Guide".
- Maintains DOI-ITAP branding guide, templates, and design standards and makes recommendations for the improvement of existing digital resources.
- Uses multimedia software such as Adobe Creative Suite to prepare factsheets, infographics, and videos to share internally and externally, including by publishing to the web through the Drupal content management system

Other (5%)



- Organizes virtual outreach events by designing promotional materials and supporting the production and management of global live streams.
- Performs other duties as assigned.

What you'll learn:

- Enhanced interpersonal and communication skills working with a highly motivated staff that manages complex and dynamic international projects worldwide
- Leadership and creativity skills working to improve and expand outward-facing communications
- Diplomacy skills working on dynamic and culturally sensitive programs

Who we are:

DOI-ITAP builds capacity in other countries by drawing from the diverse expertise of DOI's 70,000 employees. Capacity building includes on-site technical assistance, U.S.-based training, one-on-one mentoring, and train the-trainer workshops on a wide array of topics, including:

- Combatting Wildlife Trafficking
- Providing Sustainable Wildlife and Habitat Management
- Environmental Governance and Law Enforcement
- Mitigating and Responding to Natural Disasters
- Sharing Mining and Energy Best Practices
- Preserving Cultural Heritage

Requirements:

- Minimum of 1 year of experience working in communications within a USG agency
- Strong interpersonal and communication (both written and oral) skills
- Excellent multi-tasking and organizational abilities
- Customer service orientation to DOI, USG, and foreign partners
- Preference for those having worked with DOI systems (e.g., Drupal).
- Preference for those with Spanish language skills (reading/writing/speaking)

How to apply

Please submit the following to gerri.sullivan@bsee.gov by COB on July 30, 2022. In the subject line please use: DOI-ITAP Communications Detail Opportunity.

1) Resume and SF-50

Please be sure to include:

- Name
- Work Phone Number



- Current Position and Current Grade
- Supervisor's Name
- Supervisor's Work Phone Number

2) Statement of Interest

Please describe your interest in doing a detail as a communications specialist. Tell us what you hope to learn from the experience and what you hope to contribute. Please limit your statement to no more than 1-3 paragraphs.

3) Supervisor Approval Confirmation

Please also include confirmation that your supervisor is supportive of you applying for the detail. (Applications will only be considered if the applicant has their supervisor's approval to apply.) Confirmation can be in the form of a letter from your supervisor submitted with your other application documents, or an email directly from your supervisor with DOI-ITAP Communications Detail Opportunity and your name in the subject line.