

CONSULTANT IN COMMUNICATIONS AND WEB MANAGEMENT

Type of Contract: Time-Based Consultant

Organizational Unit: Summits of the Americas Secretariat

Duration: 4 months (possibility of renewal dependent upon performance and availability of funds)

Remuneration: Commensurate with experience and education

Duty Station: Washington, DC.

Deadline for Applications: December 1, 2021

Description

The Summits of the Americas Secretariat, under the auspices of the OAS, acts as the institutional memory and Technical Secretariat to the Summit of the Americas Process, supports the countries in Summit follow-up and in preparation for future summits, coordinates the support of the OAS in the implementation of Summit mandates, and chairs the Joint Summit Working Group, which brings together international and Inter-American agencies as well as promote engagement of civil society and social actors in the Summits Process.

The consultant will report directly to the Director of the Summits of the Americas Secretariat (SAS) for the duration of the contract.

Under the provisions of this contract the consultant will support the Summits of the Americas Secretariat areas in the following manner:

1. Maintain the online presence of the SAS and provide regular design and content updates to the website (requires an HTML and CSS knowledge base).
2. Research, write, edit, design and format electronic bulletins and prepare other publications.
3. Collaborate in the development and execution of a communication strategy in preparation and follow-up to the Ninth Summit of the Americas.
4. Continue to expand the SAS social media footprint through engagement in Facebook, Twitter and other channels.
5. Administer and manage the operation of the Summits Virtual Community (SVC).
6. Design and produce printed, digital and multimedia communication materials for the Summits Secretariat (for example, videos, presentations, social media cards, banners and infographics) and in the preparation and dissemination of compelling messages through social media channels appropriate (base knowledge in the Adobe Suite is required).
7. Consultant must be fluent in English and Spanish. French and Portuguese is an advantage.

Responsibilities:

- Leads the re-design and development of the Summits of the Americas Website, consisting of a comprehensive range of webpages sites upon which the SAS relies for uninterrupted operation. Assist in the development and implementation, in coordination with SAS staff, of overall policies and procedures for online structure, format, and usage, and promote participation in and use of web activities.
- Develop and implement the communication strategy for the preparation and follow-up phase of the Ninth Summit of the Americas.

- Responsible for researching, writing, editing, and designing of electronic bulletins and related materials to highlight Summits accomplishment from various stakeholders in the Process to increase public awareness on the Summit Process.
- Manage their dissemination and related correspondence. Guide and assist external contributors with editorial and publishing-related issues, as appropriate.
- Engage through social media (Facebook, Twitter, Instagram, etc.) with online audiences to promote the Summits Process and strengthen Summit's outreach program.
- Redesign and administer the operation of the Summits Virtual Community (SVC), an online space for Summit's stakeholders and OAS Member States. The SVC provides an open discussion on the progress made and the challenges in regard to implementing the mandates and commitments of the Summits of the Americas.
- Provide technical support in regular and special meetings held at, outside Headquarters and virtually.
- Prepare and deliver briefing materials, presentations and publications on the Summits Process that reflect the work of the SAS.
- Respond to a variety of inquiries and information requests internally and externally; prepare related correspondence.
- Constant communication and coordinate, when appropriate, with Press and Communications Department and with the Department of Information and Technology Services (DOITS) to assure proper implementation of pertinent OAS Standards & Policies.

Application:

- A letter of interest detailing requisite qualifications and interest in the consultancy.
- An updated resume
- Academic and/or employment references.
- Please send the completed application (cover letter, resume, and references) via email to SUMMIT-info@oas.org by December 1, 2021.