

Newsletter Editor (CLO Communications Assistant) at Embassy of The United States

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Job Description

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The Embassy of the United States of America to Kenya, located in Nairobi, is home to the diplomatic mission of the United States to the Republic of Kenya. The embassy opened in central Nairobi on 2 March , when the United States established diplomatic relations with Kenya.

ity members most current information available regarding life, activities, and events in Nairobi.

Assists the CLO in the development, execution, and management of post programs to foster and maintain high morale of community members. Requires Public Trust Clearance.

Qualifications and Evaluations

Requirements:

EXPERIENCE: Minimum of 2 years of work experience in education, administration, public relations, media/communication, marketing or public/community outreach is required.

JOB KNOWLEDGE:

Pre-hire (Operational):

Must understand and know how to design and update online media platforms including Face Book and web pages. Must be familiar with the general culture of the country, have information on interesting places in order to plan trips for the American community at the Mission. Have knowledge of civic and educational activities available.

Post-hire (Organizational):

Ability to identify, assess and conceptualize how best to use the full range of information the Embassy Community needs or wants to move morale and the community in positive way. Must have good knowledge of Department of State and Mission Nairobi activities and electronic communication delivery systems.

Education Requirements:

Completion of Secondary School is required.

Evaluations:

LANGUAGE: Level IV (Fluent) speaking /writing/reading in English is required.

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