

U.S.-Mexico Commission for Educational and Cultural Exchange (COMEXUS)

Recruits Communications Outreach Coordinator

General work description:

The outreach coordinator implements communication for stakeholders, public, potential candidates, and grantees. The coordinator is responsible of the image of COMEXUS in all contexts. Oversees design of different materials prepared in outsourcing.

Activities:

- Development of informational and promotional printed materials and supervision of their production.
- Development of messages (grant related and alumni related) for social media (Facebook, Twitter, Instagram, LinkedIn, etc.), video channel (YouTube), website, and mass media (when there is an invitation), and coordination of its publication; as well as mass-email campaigns for the different calls for applications.
- Answering the public's questions about the different programs at the commission for walk-ins, by phone, by email, or through social media.
- Giving information sessions (in Mexico City, around the country or even in the US) for specific groups, universities, Embassy led events, and Mexican government events or at educational fairs.
- Training EducationUSA advisers and commission staff about COMEXUS programs.
- Coordination of production of informational materials such as Annual Report for the Board, Annual Grantee Directory; specific reports for the Embassy or the Mexican Government, and PowerPoint Presentations of the ED or the Director of Programs.
- Coordination and supervising of COMEXUS' public events and of public events for special programs.

Skills:

- Social media expert, bilingual, Microsoft Office, data managing processes, organization, professionalism, problem solving, general knowledge of design software.
- The ideal candidate is highly responsible, flexible, and adaptable, has team spirit and works under pressure.

Preferred qualifications:

- Graduate in Communications, Journalism, or related careers. 2-5 years of experience.
- Excellent written and verbal communication abilities in English (TOEFL 550) and Spanish.
- Interest in International Education.

Performance expectations:

- Optimal community management.
- Constant presence of COMEXUS in different social media outlets
- Increased number of applications from a wider and more diverse public
- Increased fund raising
- Impactful communication for both our internal and external stakeholders-
- Updated promotional materials for different targets.

Work conditions:

- Position available immediately.
- Attractive working conditions: initial 3-month employment contract with perspective of permanent position with COMEXUS benefits (superior than mandatory).

Contact:

Send cover letter (English and Spanish), Resumé, CV, copy of official transcript of highest degree earned and the names and contact information for three references to Gustavo Ruiz de Esparza, Director of Administration, alma.calderon@comexus.org.mx. Review of applications will begin immediately and will continue until the position is filled Para más información puede consultar la siguiente página www.comexus.org.mx