

CALL FOR RESUMES

Organization of American States – OAS
Department for Effective Public Management – DEPM

COMMUNITY AND WEBSITE MANAGER

Consultancy Title: Community and Website Manager

Location: Remote

Employment Type: Contract per Results (CPR)

Remuneration: USD 1,500/month

Contract duration:

Consultancy opportunity number: CFR/15/25

About Us:

The mission of the Department for Effective Public Management (DEPM) is to contribute to making public institutions in the region more transparent, effective and with mechanisms for citizen participation. The DEPM's work focuses on the following areas: open and digital government; innovation in public management; civil identity; and capacity building through the OAS School of Governance.

The OAS School of Governance is an initiative that offers training aimed at strengthening practices of institutional transparency, citizen participation and promoting accountability to citizens for public officials, political, social and community leaders who work with the government and civil society.

Job Overview:

We seek an enthusiastic and organized Community and Website Manager to join our team. This role is crucial to fostering positive relationships within our community and managing our online presence. The ideal candidate will have a passion for community engagement, social media, and website management, with strong communication skills and a proactive approach to problem-solving.



Key Responsibilities:

1. Community Engagement:

- Promote OAS School of Governance programs and courses through social media, websites, and other social media channels aligned with the organization.
- Develop promotional campaigns to target specific audiences in the region.
- Build and maintain relationships with community members through engaging content and interactions.
- Monitor and respond to community inquiries across social media and online platforms.
- Create and execute community-building initiatives, events, and campaigns.

2. Website Management:

- Oversee the daily operations and maintenance of the OAS School of Governance website.
- Ensure website content is up-to-date, accurate, and aligns with brand standards.
- Analyze website performance using analytics tools and make data-driven improvements.
- Coordinate with designers and developers for web design updates and enhancements.

3. Content Creation:

- Develop engaging content for the OAS School of Governance website, blog, and social media platforms.
- Write content for different formats used in a digital communication strategy: storytelling, scripts, calls, brochures, mailings, among others.
- Create newsletters and other communication materials to keep the community informed and engaged.
- Participate in the coordination of activities and events that can generate content for social media and increase the visibility of the OA School of Governance.
- Use SEO best practices to enhance website visibility and drive traffic.

4. Reporting and Analysis:

- Track and report on community growth and engagement metrics.
- Provide insights and recommendations based on analytics data to improve community engagement and website performance.

5. Collaboration:

- Work closely with cross-functional teams, including marketing, product development, and customer service, to ensure a cohesive community and website management approach.
- Participate in regular team meetings and provide updates on community and website initiatives.

Qualifications:

- A bachelor's degree in marketing, communications, business, or a related field is preferred.
- Proficiency in English and Spanish.
- Proven experience in community management and website management.
- Strong understanding of social media platforms and website analytics tools (e.g., Google Analytics).
- Excellent written and verbal communication skills.
- Creative thinking and problem-solving abilities.
- Ability to work independently and as part of a team.
- Familiarity with HTML and content management systems (CMS).]
- Previous experience working as a community manager for organizations in international settings is a plus.

To Apply:

Please submit the following information to Formacion@oas.org with the subject "Community and Website Manager":

- (a) A cover letter
- (b) An updated CV
- (c) Relevant portfolio samples (i.e. Instagram, Youtube, Facebook, twitter posts, graphic and website design)

Deadline to apply: April 4, 2025

The GS/OAS embraces equality, diversity, and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will consider a wide geographic representation, as well as gender equity and equality, in the selection of candidates.