



**Wilson  
Center**

*Independent Research, Open Dialogue & Actionable Ideas*

**VACANCY ANNOUNCEMENT**

**Please note: This is a part-time position 15 hours per week.**

**ANNOUNCEMENT: WC-13-08T**

**POSITION:** Editorial and Social Media Specialist

**OPENING DATE:** March 12, 2013

**CLOSING DATE:** March 25, 2013

**SALARY:** 16.33 per hour

This position may have promotion potential to grade 7 level.

**This is a part time position – 15 hours per week.**

**LOCATION:** WASHINGTON, D.C.

**WHO MAY APPLY:** All qualified candidates may apply.

**DUTIES:** The Asia Program provides a forum in the nation's capital for enhancing deeper understanding of, and policy debate about, Asia. It seeks to furnish an intellectual link between the world of ideas and the world of policy on issues relating to Asia and U.S. interests in Asia. As part of the Asia Program's team, this position provides assistance to the Asia Program's outreach activities and provides editorial assistance for a variety of Program products and tools. This position maintains and updates the Program's social media accounts and creates new ones as appropriate, and is responsible for using these tools regularly to advertise Program output and other relevant material; assists in managing engagement and conversations in social media networks, and ensures that all content is distributed in a consistent manner; monitors and updates the Program website to ensure visual attractiveness and frequent and dynamic material; continuously monitors outreach quality and quantity by gathering facts and statistics through the use of web analytics and related tools, and helps determine how to adjust the Program's social media strategy accordingly; helps support the development of the Wilson Center's Asia Program brand; maintains a computer database of subject experts, conference participants, media, and the general public interested in Program events, and is responsible for regularly updating and distributing information through the use of automated email lists; seeks to expand reach of, and interest in, the Program's products and programming by establishing and deepening relationships with interested networks, listservs, contacts, and other groups; engages and maintains contact with former affiliated Program scholars and fellows; copy edits and proofreads Program materials, including edited volumes, conference reports, and web postings for grammatical errors and typos; and formats program material in pre-publication stage, typically in Microsoft Word and, occasionally, Excel and Powerpoint.

**MINIMUM QUALIFICATIONS:** Applicants must have one year of specialized experience at the next lower grade level or equivalent professional experience. Appropriate education, such as a BA from an accredited university may be substituted for this required experience. For the experience to be creditable, an applicant must demonstrate the knowledge, skills, and abilities to successfully perform the duties of the position.

**SELECTIVE FACTORS (required):**

1. Written communication skill to include the ability to write outreach materials for publication. **Please note: applicants must provide a brief writing sample to be considered.**
2. Knowledge of a variety of social media platforms such as Twitter, Facebook, LinkedIn, Reddit, and YouTube.
3. Ability to proofread and edit materials for publication.

**QUALITY RANKING FACTORS (desirable):**

1. Experience with social media management to include the ability to use associated analytical tools.
2. Ability to update a website using a CMS or HTML.
3. Knowledge of or interest in Asia – especially East and South Asia.
4. Database management experience

*The Woodrow Wilson Center is committed to attracting and maintaining a high quality, dedicated and diverse workforce.*

**WHERE AND HOW TO APPLY:** The Wilson Center does not require a standard application form, but we do require applicants to submit the information listed below. Application materials can be submitted to [jobs@wilsoncenter.org](mailto:jobs@wilsoncenter.org) or to the address at the end of this announcement. It is very important that you fully address how your work experience and education/training meet both the minimum/specialized experience qualifications and the selective factors. These minimum qualification requirements and/or selective factors identify the knowledge, skills and abilities necessary to be eligible to compete for the position. Quality Ranking Factors/Ranking Factors are not mandatory but are used to determine the best qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience and education/training relative to the job requirements of this vacancy. Rating of experience will be based only on the information you supply.

**JOB INFORMATION:** The announcement number, position title, and grade(s) or minimum salary requirements for the job to which you are applying.

**PERSONAL INFORMATION:** Your full name, mailing address, email address, daytime and evening telephone numbers, salary history, and country of citizenship.

**EDUCATION:** Colleges and/or universities attended - include name, city, state; majors and type of degree and year(s) received. (A copy of your transcript is not required unless specifically requested.)

**WORK EXPERIENCE:** Give the following information for your paid and non-paid work experience related to the job to which you are applying: job title, employer's name and address, duties, responsibilities, and accomplishments, supervisor's name and telephone number, starting and ending dates (month and year), hours per week and salary. Please indicate whether or not your current supervisor may be contacted.

**OTHER QUALIFICATIONS:** Any job-related skills (for example computer, foreign language ability, and/or typing skills), training courses (by title and year), honors, awards, and special accomplishments.

#### IMPORTANT INFORMATION FOR ALL APPLICANTS

- (1) Applications **must be received** by 11:59pm (Eastern Standard Time) on the closing date.
- (2) **Failure to address the mandatory qualification requirements and quality ranking factors may result in your not receiving credit for all of your pertinent experience. Applicants are strongly urged to address these factors on a sheet or in a cover letter separate from your resume. If you omit the information requested in this announcement your application may be rated ineligible.**
- (3) Please do not fax your application unless it is specifically requested.
- (4) Travel and Transportation and/or Relocation Expenses are not authorized.
- (5) The use of U.S. government postage paid envelopes is a violation of federal law and will disqualify you from consideration.
- (6) We provide reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
- (7) This is not a U.S. civil service position.
- (8) If a vacant position is filled below the full performance level, the selectee may be promoted after meeting time-in-grade without further competition.
- (9) **Please note: All newly appointed employees must serve a one-year initial trial/probationary period.**
- (10) **This is a part time (15 hours per week) position and is not eligible for benefits.**

*Please Note: All Woodrow Wilson International Center for Scholars positions require fingerprinting of employees hired and will include some additional background checks before employment. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability. The Woodrow Wilson Center participates in the U.S. Citizenship and Immigration Services' (USCIS) E-VERIFY electronic employment verification process.*

Send application materials electronically to:

[jobs@wilsoncenter.org](mailto:jobs@wilsoncenter.org)

Or mail to:

Woodrow Wilson International Center for Scholars  
Human Resources WC-13-08T  
One Woodrow Wilson Plaza  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004-3027