

**POSITION: INFORMATION ASSISTANT**

**BASIC FUNCTION OF POSITION**

Under the direct supervision of the Supervisory Information Assistant, the Information Assistant performs a variety of tasks including media monitoring, translating, reporting, gathering news clippings, making phone calls or contacting via e-mail media outlets for correcting misreports on USG-related issues as necessary, organizing media for press conferences, interviews, and other embassy programs. Additionally, the Information Assistant will help arrange meetings and negotiate between USG officials and host country officials for press events in providing press support for VIP visits and support journalist capacity training programs. Lastly, this position will be the primary back-up to the Social Media Assistant, and play an essential role in helping to manage the embassy's social media platforms and website.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Media Monitoring: -----(40%)**

Each day compiled Burma-related news in English from foreign and domestic media will be disseminated to USG recipients and maintained for the embassy's records. Under the direct supervision of an LES supervisor, the Information Assistant has responsibility to collect, summarize, and translate daily newspaper/journal headlines and selected stories into English from Burmese and produce this document in addition to a separate document on the top stories each morning. Also monitors, summarizes, and translates news and comments posted on Burmese-language social media sites into English and disseminates to the embassy in a timely manner. Communicates with media outlets to correct the record and misreporting on embassy news, embassy officials' interviews and speeches as necessary. Assists with the dissemination of official embassy publications and releases via social media platforms and the embassy's network of media contacts. Selects and reformats pertinent news items from the "Global New Light of Myanmar" government English newspaper and other local papers and news outlets for embassy records and shares with superiors when the primary personal responsible for those duties is not available. Maintain and cultivate positive relations with press contacts independently ensuring ease of communication between the embassy and the outlets, and providing input and analysis into press section products produced for the PAO and Front Office.

**Press Event Support: -----(35%)**

Responsible for arranging press events in the embassy and at outside venues by submitting Security Access Requests, contacting necessary counterparts and coordinating set-up of the sound system, layout of each venue, including placing backdrops, flags, podiums, seals and microphones as necessary. Assists Supervisory Information Assistant/PAS Officers in preparing press events, making and formatting media advisories, press statements, inviting and registering media by contacting through phone or e-mail before and after events. Assists meetings between USG officials and host country officials (particularly with Ministry of Information) during VIP visits to arrange press events. Travels in support of embassy trips throughout the country, providing press support, including overseeing coordination of running journalist training programs for visiting U.S. experts. Monitors, scans, clips, summarizes, and transcripts follow-on news stories in print, broadcast, online and social media outlets after press events and reports to PAS officers and supervisor. Follows up with journalists for clarification and to emphasize specific messaging after interviews and press events

**Back-up to Social Media Assistant: ----- (15%)**

Backs up and provides support, when necessary, to the Social Media Assistant by facilitating program content to be placed on social media platforms; coordinates photo for embassy-related events; uploads photos to the shared drive; identifies photos for use on the social media platforms; and monitors and reports social media news and trends; takes photos at events as necessary. Supports maintenance of embassy website.

**Filing and Record Keeping: -----(10%)**

Maintains and updates daily news clippings, press guidance, press statements, media advisories, and press releases to the master file records for easy referencing in preparing cables and reports. Helps with archival of daily and weekly newspapers and journals. Collects periodicals at newsstands and roadside vendors as necessary.