

Position Description

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| Job Title: Publications Officer, Outreach and Public Relations | Grade: 83 |
| Incumbent: Vacant | Reports to: |
| Division: CIES | Department: CIES |

The Council for International Exchange of Scholars (CIES), a division of the Institute of International Education, is a collaborating agency of U.S. Department of State, Bureau of Educational and Cultural Affairs, charged with the administration of the Fulbright Scholar Program, the flagship international exchange program of the U.S. Department of State. The program provides grants to U.S. scholars and professionals to lecture or conduct research abroad (U.S. Program) and brings foreign scholars to the United States to conduct research or lecture (Visiting Program).

Purpose of Position:

The Outreach and Public Relations Unit seeks a Publication Officer to develop and produce sophisticated print and electronic publications and to oversee their distribution and to serve as editor on publication projects and act as content editor for material posted on the CIES and Fulbright Web sites.

Principal Responsibilities:

- Plan, coordinate, schedule and oversee production of print and electronic publications and publicity pieces. Establish project time lines and production schedules and ensure their implementation. Manage print buying, press checks, quotes and vendor negotiations, and mass mailings.
- Exercise editorial responsibilities on all major publications: edit, proofread and approve final text. Write or coordinate preparation of text for publications. Act as content editor for the CIES and Fulbright Web sites.
- According to CIES established styles, conceptualize overall design, color, format and size and determine stock and print orders for major publications.
- Establish layout and format for publications prepared in-house using desktop

publishing software; format and oversee electronic publishing projects.

- Procure contracted services for graphic design, printing, and mailing.
- Oversee distribution of all major publications and publicity. Manage mass mailings, including procurement of direct-mail labels and preparation of in-house distribution lists.
- Assist Director of External Relations in managing printing/production and postage/ mailing budget. Monitor expenditures, project costs and future cost projections.

Qualifications: Education/Experience/Skills:

- Bachelor's degree
- Four or more years of high-level print and electronic publications management experience
- Exceptional writing and editorial skills
- Exceptional desktop publishing experience with Adobe Pagemaker and Corel Ventura
- Background in and ability to work with database driven publications
- Strong knowledge of Microsoft Office Products and Adobe Acrobat
- Substantial experience with the Internet and Web-based publications
- Experience working with graphic artists, printers, mail houses and other vendors
- Skilled at managing and coordinating multiple tasks

Please email resume and cover letter to:

Human Resources, CIES (Institute of International Education)

E-mail: CIES-HR@iie.org

Please include the position name and unit in the subject of your email.

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