REQUEST FOR PROPOSALS

Communications Coordinator
Conference of Latin Americanist Geographers (CLAG)
Proposals due: **April 1, 2017**

The Conference of Latin Americanist Geographers (CLAG) is seeking a Communications Coordinator (CC). We seek a creative, committed individual to help us to expand our digital media presence and integrate our communication strategy into a single, streamlined CLAG platform. This includes (but is not limited to):

- Maintaining the CLAG website (clagscholar.org), including
  - Updating existing content in English and Spanish
  - Setting up our annual election via web-based 'survey' (about May of every year)
  - Soliciting and integrating news and events from, and relevant to, the CLAG community
  - Maintaining the CLAG listerv, CLAGnet, by adding/removing email addresses and responding to queries regarding content distribution
  - Set up an e-commerce section to support future registration/dues payments
  - Establish and grow a digital archive of CLAG documents
  - Establish a password-protected section for non-public document storage (e.g., budgets)
- Producing our twice-yearly newsletter, which is
  - a joint publication of CLAG and the AAG's Latin American Specialty Group (LASG), and thus involves coordination with LASG leadership
  - sent via email to all members and is also hosted on the website
- Maintaining/updating our Facebook page, and grow the number of likes and followers beyond the current 500+
- Running the CLAG Twitter feed after consolidating three existing feeds into one, and expanding the number of our followers (currently about 1,000 followers over three accounts)

This is a new position that comes with an annual stipend beginning at US$3,000. We envision the post to be filled by a tech-savvy faculty member. We seek to fill the position for a three-year term, pending satisfactory annual reviews by the CLAG Executive Committee (to whom the CC would report).

Assistance from graduate students is welcome and even encouraged, although for the sake of continuity, the CC must be able to execute all aspects of the required role in times when graduate support is unavailable.

Requirements

- Applicants should be members of CLAG.
- Mastery of English and Spanish is essential; facility with Portuguese desired.
- Access to high-speed internet is essential; the CC can be based anywhere.
- The website is hosted by Hostgator using the blogging platform Wordpress; familiarity with Wordpress is desireable.

Timeline
We seek to fill this post by early May 2017. The current webmaster will assist directly with the transition. The CC's first tasks will be to produce the May/June newsletter and run the May election.

Application
To apply, please review of our current communication platforms, with an eye to suggesting improvements and integration. Then please send the following to CLAG Chair Kendra McSweeney (mcsweeney.14@osu.edu) by 1 April 2017, by 5 pm.

- CV
- A statement outlining your:
  - Ideas for expanding our social media presence and engaging members in online participation
  - Your relevant experience
  - Your plan for maintaining basic functions and implementing improvements
  - If you plan to work with a graduate student on this, please explain the division of duties and how the stipend would be apportioned
  - Budget for anticipated expenses (separate from stipend)

Proposals will be reviewed by the CLAG Executive Committee and current Webmaster.

Questions? Please contact K. McSweeney at mcsweeney.14@osu.edu