



## Ard-Chonsalacht na hÉireann Consulate General of Ireland

### Interim Public Affairs Officer

The Consulate of Ireland in Chicago is seeking a highly organised, self-motivated professional for the role of Public Affairs Officer on an interim, 12-week basis, from 2<sup>nd</sup> May until 22<sup>nd</sup> July, 2016.

The Public Affairs Officer role is a wide-ranging and often fast-paced job that requires a strong combination of organisational, project management and inter-personal skills, attention to detail and discretion. The role will include event production, online communications including social media, as well as the management of an intern. Prior experience relevant to these aspects of the role is an advantage.

The Consulate of Ireland in Chicago is responsible for representing and promoting Ireland in the Midwest region of the USA. Reporting to the Embassy of Ireland in Washington DC, the Consulate focuses on a wide range of issues including economic and political work, consular affairs, and engagement with the large Irish and Irish American community in the Chicago area and the wider Midwest region. The Consulate is headed by the Consul General of Ireland, supported by the Vice Consul and a small local team. For more information on the work of the Consulate, visit [www.dfa.ie/chicago](http://www.dfa.ie/chicago).

### Position details

Start date:	2 <sup>nd</sup> May, 2016.
Contract duration:	12 weeks.
Working hours:	Minimum 40 hours per week plus additional evening events – typically 2-3 per week – and occasional regional overnight travel. The role also requires weekend duty, typically once every 4 weeks, whereby the officer is on call for emergency consular support.
Salary:	US \$33,969 gross per annum, paid on a pro-rata basis of \$653.25 per week for 12 weeks.
Annual Leave:	5 days, plus public holidays (based on a 20 day per annum basis).
Eligibility:	Candidates must have permanent, legal right to reside and work in the USA and will be subject to the employment and taxation law of the USA. The Consulate is not in a position to provide a visa or visa-sponsorship. Candidates do not need to be Irish citizens, although knowledge and experience of Ireland is an advantage.
Closing Date:	5pm CST on Thursday 14 <sup>th</sup> April, 2016.
Interviews:	Candidates must be available for interview during the week of Monday 18 <sup>th</sup> April, 2016.

### How to apply

Interested candidates should submit the following via email to [chicagocongen\[at\]dfa\[dot\]ie](mailto:chicagocongen[at]dfa[dot]ie) by **5pm CST on Thursday 14<sup>th</sup> April, 2016**.

- Cover letter (1 page maximum) addressing how the candidate meets the qualifications, requirements and competencies outlined below
- Résumé (2 pages maximum)
- Two nominated referees
- Copies of relevant academic and professional qualifications

*Please note that cover letters over 1 page and resumes over 2 pages will not be considered. Further information on [data protection and security of correspondence](#).*

**Shortlisted applicants must be available for interview at the Consulate at 1 East Wacker Drive, Chicago, during the week of Monday 18<sup>th</sup> April, 2016.**

### **Duties**

- Working closely to the Consul General of Ireland to provide project management support and oversee the delivery of the Consulate's communications programme, particularly via website, e-newsletter and social media communications, but also taking advantage of traditional media opportunities.
- Working closely with the Consul General, Irish government agencies and the Irish and Irish American business community to identify and facilitate business opportunities between the US Midwest and Ireland.
- Liaising with a wide range of Irish and Irish American community contacts in Chicago and the wider US-Midwest area to promote the Consulate's key messages and agenda via events, communications and personal engagement.
- Delivery of the Consulate's 2016 Commemorative Programme in the US Midwest, including management and disbursement of the Consulate's Ireland 2016 Global and Diaspora fund and production of the Consulate's own programme of events.
- Working closely with the Visa and Passport Officers to process visa and passport applications from the public; actively seeking ways to improve efficiency and customer service standards in this regard.
- Provide consular assistance to Irish citizens, working in support of the Consular Officer and the Consul General and undertaking weekend phone duty every four weeks approximately.
- Other office duties as assigned.

### **Requirements, Qualifications and Competencies**

- Third level qualification ideally with a strong interest in international affairs, communications and public relations, community affairs, trade promotion, Irish history and culture.
- At least 3 years professional experience in an office-based role, dealing with communications and project management.
- Eligibility to work in the USA (for US Citizens – US passport, US birth certificate or US naturalization; for Permanent Residents - Green Card).
- Excellent written and oral English communication skills.
- High level of proficiency in Microsoft Office, specifically Outlook, Word, Excel, Powerpoint.
- Superior organisational skills, including hospitality supervision and event management.
- High level of discretion, commitment, reliability, and attention to detail.

- High level of interpersonal communications skills, with an ability to network and build relationships as well as in dealing with the general public.
- Personable and willing to work independently as well as within a close knit team, flexible with regard to working hours and able to handle pressure.

### **Further Information**

The successful candidate will receive a conditional offer of employment which will include a breakdown of the salary and benefits offered as well as general information about terms and conditions of employment. The conditional offer will also outline medical and security requirements, whereby the successful candidate may be required to provide a satisfactory medical report on the state of their health and may also be required to pass relevant background and security checks. Please note that the appointment carries no entitlement to established status in the Irish Civil Service.