



## Consulate General of Ireland, San Francisco

### **Two Job Vacancies at the Consulate General of Ireland, San Francisco: 1) Clerk Secretary (Consular Assistant); 2) Clerk Secretary (Public Outreach Officer)**

The Consulate General of Ireland in San Francisco works to promote and protect Irish interests in the Western United States, whether it is working with the Irish community, promoting Irish economic interests, supporting the strong partnership between Ireland and the states of the Western US, or helping Irish citizens in difficulty. The Consulate also provides a range of key consular services: processing passport and visa applications; authenticating documents; providing information on travelling to, living and working in Ireland, and much more.

The Consulate General is currently recruiting for two positions to join our busy team on a 12 month contract:

**1) Clerk Secretary (Consular Assistant).** The role involves; processing of passport and visa applications; providing assistance to Irish citizens in difficulty and their families; answering queries relating to Ireland from the general public; assisting diplomatic staff with event planning and logistics; working with local welfare and emergency partners; and executing other administrative tasks as required. The successful candidate should work well under pressure, be flexible in terms of the work they are required to do, display solid administrative and organisational skills, and be an effective communicator.

**2) Clerk Secretary (Public Outreach Officer).** The role involves; development and execution of the Consulate's communications strategy, covering both social and traditional media; building and strengthening partnerships with partner organisations (Irish and other) across the Western United States; event planning, including logistical elements; Emigrant Support Program partner management; and cultural and economic promotional activities. The successful candidate should be an effective communicator (both written and oral), work well under pressure, be flexible in terms of the work they are required to do, display solid administrative and organisational skills, and be able to build professional relationships.

Both of these positions are whole-time, 40 hours per week, with office hours from 8:30am to 4:30pm, Monday to Friday. In particular, the Clerk Secretary (Public Outreach Officer) will be required to attend work events in the evening and at weekends, and regional travel may be required. The gross salary for both roles is \$865.42 per week along with an entitlement to 20 days annual leave, plus public holidays. The successful applicants will work alongside all other local employees of the Consulate, and will report directly to the Consul General.

For both roles, previous office experience, a familiarity with Ireland, strong written and verbal communication skills, and a demonstrable work ethic are preferred.

If you wish to apply for either position, please submit your resume (2 pages maximum), a cover letter, and 2 nominated references by email to [sanfrancongen@dfa.ie](mailto:sanfrancongen@dfa.ie) or by post to 100 Pine Street, Suite 3350, San Francisco, CA 94111, before **midnight on Sunday, 6 May 2018**.  
Applications

received after this time will not be considered. Please clearly mark which position you wish to apply for.

All applicants must have a permanent legal right to reside and work in the USA (US passport / US birth certificate / US naturalization / valid Green Card). As a US citizen/resident, you are personally subject to US social security and self-employment taxes while employed at the Consulate General of Ireland, San Francisco.

By submitting information electronically, parties accept that data may not be fully secure. As above, parties may alternatively send their submissions by post. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts. <https://www.dfa.ie/about-us/compliance/compliance-and-customer-services/>