



## **Public Diplomacy & Administrative Officer**

Consulate General of Ireland, Atlanta

*Fixed Term Contract (9 months)*

*The Consulate General of Ireland promotes and protects Irish interests in the US Southeast region, supporting the strong partnership between the US and Ireland, and providing a range of key services to Irish citizens. We cover seven US states from our base in Atlanta: Georgia, Tennessee, North Carolina, South Carolina, Alabama, Mississippi and Florida.*

*The Consulate General of Ireland in Atlanta is currently recruiting a Public Diplomacy & Administrative Officer for a fixed term contract (9 months). This role is a wide ranging one and will require a candidate with the drive, flexibility and interpersonal skills needed to deliver as part of a small and dynamic team.*

### **Key Responsibilities**

The precise range of duties will vary over time according to the requirements of the Consulate. They will include but will not be limited to the following:

- Contributing to the work of the Consulate team in delivering across its work streams to achieve Ireland's objectives in the US Southeast
- Support on event and visit management, including for our High Level Visits
- Conducting research under the direction of diplomatic staff;
- Providing administrative support to the Mission;
- Providing support for public diplomacy projects and outreach activities promoting Ireland in the areas of culture, political connections, educational opportunities, people to people & trade and business connections, and others;
- Sharing digital skills and best practice with colleagues;
- Supporting the Consul General and Vice Consul on wider public diplomacy strategy planning, including identifying and creatively developing new outreach initiatives, events and digital campaigns to engage audiences in the US Southeast;
- Working with the Vice Consul, assist on social media management, produce innovative content creation including maintaining a grid of upcoming activity
- Identifying speaking and event opportunities
- Assisting with cover on consular service provision to Irish citizens including;
  - Providing assistance to Irish citizens, and their families, who are in difficulty;
  - Working with local welfare and emergency partners;
- Answering queries relating to Ireland from the general public;
- Other duties as required from time to time and directed by the Consul General and Vice Consul;

## Essential qualifications, skills and experience

- Candidates must have previous professional experience in a similar role;
- The candidate must demonstrate, using work based examples, excellent interpersonal skills and ability to work in a team but also deal effectively with members of the public and people in external organisations;
- The candidate must have proven ability to build relationships and maintain a network of contacts across academic, cultural, private and public-sector communities;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong organizational skills, attention to detail, ability to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and committed to delivering results, including by adapting approach if necessary;

## Desirable qualifications, skills and experience

- A university degree or equivalent qualification;
- Well-developed digital skills and knowledge – social media, website and video editing, etc.
- Knowledge of and interest in Ireland - US relations, knowledge of and interest in news and current affairs in the US Southeast;
- Strong intercultural skills and/or knowledge of Ireland;
- Flexibility;

The successful applicant will work alongside other locally engaged staff of the Consulate, and will report directly to the Vice Consul.

## Terms and Conditions of Employment

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|-------------------|---|
| Start Date        | TBC but targeting late June 2022  |
| Location          | Consulate General of Ireland in Atlanta<br>This role will be primarily on-site in our Consulate Office with the opportunity for occasional remote working                             |
| Contract Duration | The successful candidate will be hired on a fixed-term 9-month contract, with a 3-month period of probation.  |
| Working Hours     | 40 hours per week with some occasional additional hours including some evening and weekend work. Individuals unable to occasionally work out-of-hours should not apply for this post. |
| Salary            | \$30,147 gross salary paid locally monthly by electronic transfer.  |
| Annual Leave      | 20 days per annum pro-rata for the duration of the contract, and public holidays which fall within the duration of the contract.  |
| Eligibility       | Candidates must have a permanent, legal right to reside and work in the USA in order to apply and will be subject to US employment and taxation law.                                  |

## How to Apply

Applications must be submitted by email to [atlantacg@dfa.ie](mailto:atlantacg@dfa.ie) by 17:00 EST on 24<sup>th</sup> of May 2022. The email should contain the subject line 'Recruitment – Public Diplomacy and Administrative Officer'.

The application must contain:

- Letter of application (1 page max.) addressing your suitability for the position and interest in working with the Consulate General of Ireland in Atlanta
- Résumé (2 pages max.) clearly demonstrating competencies required
- Two nominated referees with contact details, one of which must be a previous manager
- Copies of professional references and relevant academic, professional qualifications scanned into one PDF attachment

### **Selection Process**

A shortlist of candidates will be prepared on the basis of qualifications and professional experience relevant to the post, and these candidates will be invited for a telephone screening interview with the Vice Consul. If invited, candidates will then proceed for a second interview with the Consul General and Vice Consul.

Information on the post is being communicated publicly through the Consulate's web and social media channels; the Consulate cannot provide responses to individual phone/e-mail queries received regarding the post/application process.

The Consulate of Ireland regrets that it will not be able to acknowledge applications received or provide feedback to applicants at any stage of the application/interview process due to the likely high volume of applications received. Only short-listed candidates will be contacted.

### **General Data Protection Regulation**

All personal information received will be kept in line with GDPR guidelines.

### **Security Clearance for Local Staff**

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed.

***Please note that canvassing will disqualify applicants.***

***The Consulate General of Ireland, Atlanta is committed to a policy of Equal Opportunity.***