

## **The Consulate is Hiring!**

The Consulate General of Ireland in Boston is seeking a dynamic and motivated Administrative Officer to assist with the day-to-day operations of the Consulate and the provision of consular services. Other duties will be assigned as the need arises. The full-time position becomes available on Wednesday 22<sup>nd</sup> August.

Candidates should possess excellent administrative and communication skills; at least two years' relevant experience and the ability to work well under pressure, both independently and as part of a team.

Experience in social media campaigns and event management is desirable. The successful candidate will have a knowledge of Ireland and the work of Ireland's diplomatic missions.

**Candidates must have a permanent, legal right to reside and work in the USA** and will be subject to US employment and taxation law. Other terms and conditions apply.

Candidates should submit a resumé of not more than two pages and a covering letter of not more than 600 words by email to [bostoncongen@dfa.ie](mailto:bostoncongen@dfa.ie) with the subject line 'Administrative Officer Application'. Email applications only. By submitting information electronically, applicants accept that data may not be fully secure. Any personal information submitted to the Consulate 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.

The Consulate General of Ireland in Boston is an Equal Opportunities Employer. Any attempt to canvass on behalf of an applicant will disqualify them from consideration from the post.

The closing date is Thursday 12<sup>th</sup> July 2018. It is anticipated that initial interviews will take place during the week commencing Monday 16 July.