



**An Roinn Gnóthaí
Eachtracha agus Trádála**
Department of
Foreign Affairs and Trade

Consulate General of Ireland - Los Angeles

PA/Public Diplomacy Administrator – Job Vacancy

A new Consulate General of Ireland has recently opened in Los Angeles to promote Irish interests in parts of the Western United States, through working with the local Irish community, promoting Irish economic interests, supporting the strong partnership between Ireland and the States of the Western US, working with the local authorities in California and helping Irish citizens in difficulty.

The Consulate is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of **PA/Public Diplomacy Administrator** in the Consulate on a 24-month contract.

PA/Public Diplomacy Administrator- Position Details

- This is a full-time position.
- Monday to Friday, 40 hours per week, with standard office hours from 8:30am to 4:30pm.
- The gross salary for this role is \$866.60 per week (\$45,219 per annum).
- Annual Leave entitlement to 20 days, plus public holidays.
- A contribution towards the cost of private medical insurance will be offered to any locally employed employee in the Consulate.

Main responsibilities:

This key role will involve, amongst other functions:

- Managing the Consul General's office and diary, arranging travel and organising meetings;
- Receiving Consulate visitors;
- Event management and delivery of local Consulate cultural events;
- Coordinating ministerial and official visits from Ireland (incl. arranging bilateral meetings; local transportation, accommodation, etc.);
- Providing support to diplomatic staff on Mission's social media activity including update of website and other social media accounts;
- Other administrative functions related to the operation of the Consulate; consular services including dealing with public enquiries as required; and other duties as required from time to time by the diplomatic staff.

Candidate Profile

The successful candidate should have:

- Previous relevant experience desirable;
- Strong organisational and communication skills, reliability and flexibility;
- The ability to multitask and have a good attention to detail;
- Event organisation experience;
- The ideal candidate will have the ability to work on their own initiative;
- Also knowledge of Microsoft Office Suite and use of social media will be important.

The successful applicant will work alongside other local employees of the Consulate, and will report directly to the diplomatic staff in the Consulate. Previous experience in a diplomatic mission and knowledge of Ireland are desirable.

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, Los Angeles.

How to Apply

Applicants must submit a **résumé** (two pages maximum), include a cover letter referencing the PA/Public Diplomacy Administrator Position, & have **two nominated references**

Applicants must be submitted by email to Losangelescg@dfa.ie with the subject line **'PA/Public Diplomacy Administrator Position'** **before close of business on Tuesday, 22 October 2019.**

Applications received after this time will not be considered. It is envisaged that interviews for selected candidates will take place before the end of October.

By submitting information electronically, parties accept that data may not be fully secure. 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. The Consulate General of Ireland is an equal opportunities employer.