

Recruitment of Social Media and Events Support Officer, Permanent Mission of Ireland to the United Nations

The Permanent Mission of Ireland to the United Nations in New York is looking to recruit a dynamic and highly motivated person to fill the role of Social Media and Events Support Officer. The successful candidate will require strong communications and organisational skills. They will have the drive, flexibility and interpersonal skills needed to deliver as part of a small and busy team.

Position details

Start date:	Immediate
Location:	Permanent Mission of Ireland to the UN, New York
Contract duration:	Initial twelve-month temporary contract
Working hours:	40 hours per week (and occasionally outside of normal office hours)
Conditions:	Subject to US employment and taxation law
Annual Leave:	Minimum of 20 days per annum, plus public holidays
Closing Date:	Friday, 15 February 2019 at 18.00 (EST)

Role

- Under the guidance of the Head of Press and Public Diplomacy, assist in managing the social media communications across the Permanent Mission of Ireland's existing and new accounts on a daily basis, producing and curating content that reflects communications priorities and key messages and speaks effectively to our audience.
- Prepare the Mission's weekly social media plan.
- Provide guidance to colleagues on how to use social media effectively.
- Develop high-impact social media content, including graphics, videos and other multimedia formats that effectively informs and engages external audiences and supports Ireland's key messages and narratives on international affairs.
- Collect and analyse social media metrics to understand reach and engagement of social media accounts.
- Assist with the preparation, organisation, set-up and logistical organisation of high profile events associated with Ireland's current priorities at the United Nations.
- Support the preparation and organisation of high-level visits to New York in association with the United Nations.
- Any other duties as may be assigned.

Qualifications, Skills and Experience

- University degree in communications, political science, international relations or a related field.
- Experience producing, editing and disseminating social media content for online audiences ideally for government, civil society organisations, or international organisations.
- Experience using advanced tools for online publishing, including content management systems and social media authoring tools like SocialFlow, Hootsuite or TweetDeck.
- Experience of working in sensitive and fast-moving environments.
- Strong editorial judgement, including ethical and political awareness.
- Proven skills in communication, networking, negotiation, and ability to relate to different audiences.
- Excellent command of English and writing and editing skills. Knowledge of other official languages of the United Nations an asset.
- Minimum of 1 year professional experience in public information, advocacy, communications, or international affairs.

Residency Requirement

- Permanent legal right to reside and work in the USA (for US Citizens – US passport, US birth certificate or US naturalization; for Permanent Residents - Green Card)

How to apply

Candidates should submit a CV of not more than two pages and a covering letter of not more than 500 words by email to PMUN.Jobs@dfa.ie by 18.00 noon (EST) on 15 February 2019.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

Anne Kane
Permanent Mission of Ireland to the UN
1 Dag Hammarskjold Plaza
885 2nd Avenue, 19th Floor
New York
NY
10017

to arrive no later than 18.00 noon (EST) on 15 February 2019.

Any personal information submitted to the Mission 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/our-commitments/privacy-policy/>

In their applications, candidates should highlight relevant professional experience that demonstrates they meet the competencies and requirements outlined above. A shortlisting of candidates for interview will take place.