



## Ard-Chonsalacht na hÉireann Consulate General of Ireland

### **Public Diplomacy & Research 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 & Research Officer for a fixed term contract (9 months). This position is a new role in the organisation and has been created to drive engagement with the ambitious digital public diplomacy and communications goals of the Consulate in 2021, including reaching new audiences and developing new connections throughout the region through an enhanced digital presence.*

#### **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:

- 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;
- Champion digital engagement and tools across the Consulate and share digital skills and best practice with colleagues in a structured manner;
- Contact and network management including a specific project to establish and maintain the customer relationship management database (CEMS) with regular identification of strategic new contacts and target audiences;
- Support 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 specific audiences in the US Southeast;
- Developing the digital presence of the Consulate, keeping up to date with new technologies offered by the Department of Foreign Affairs and embedding them into Consulate work.
- Working with the Vice Consul, coordinate social media management, plan digital campaigns and produce innovative content creation including maintaining a grid of upcoming activity
- Identifying speaking and event opportunities
- Virtual event organisation and logistics in line public diplomacy goals, including researching speakers and potential attendees in the US Southeast;
- Research and report writing including assistance on specific public diplomacy projects; media monitoring and literature reviews;
- Other duties as required from time to time and directed by the Consul General and Vice Consul;

## Essential qualifications, skills and experience

- Minimum 1 to 2 years' experience working in a digital communications environment
- Demonstrable creative approach to developing and implementing online communications initiatives and projects;
- Excellent understanding of writing for digital, including different styles and tones of voice;
- Practical experience of using digital tools (e.g. online meeting and webinar platforms etc.) to extend the reach of an organisation;
- Knowledge of social media platforms, awareness of digital trends and practical knowledge of using digital communication tools;
- Ability to update colleagues on digital tools for public diplomacy and methods of working, sharing best practice in a regular and structured way;
- Ability to work effectively both on own initiative and as part of a team;
- Ability to respond flexibly to changing priorities.

## Desirable qualifications, skills and experience

- A university degree or equivalent qualification;
- Experience of Public Relations and/or Marketing;
- Well-developed interpersonal skills;
- 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 and personal resilience;
- Experience in basic multimedia production/editing, vlogs and graphic design.

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

Start Date	1 May 2021
Location	Consulate General of Ireland in Atlanta The successful candidate will be required to work mainly remotely with regard to ongoing public health restrictions due to COVID-19 – this may evolve over the course of the contract.
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 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 18:00 ET on March 26 2021. The email should contain the subject line 'Recruitment – Public Diplomacy and Research 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 by video conference 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.*