



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Public Diplomacy and Administrative Officer Consulate General of Ireland, Atlanta

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

The Consulate General of Ireland, Atlanta is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Public Diplomacy and Administrative Officer position. This position is for an initial 12 month fixed term contract with an option to renew, subject to satisfactory performance and Mission requirements.

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 five US states from our base in Atlanta: Georgia, Kentucky, North Carolina, South Carolina, and Tennessee.

Roles and 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;
- 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;
- 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;
- Sharing digital skills and best practice with colleagues;
- Conducting research under the direction of diplomatic staff;
- Support on event and visit management, including for our high level visits
- Identifying speaking and event opportunities;
- Providing administrative support to the Mission;
- 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 be able to demonstrate

- 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;
- The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- **The successful candidate must have a legal entitlement to live and work in the USA prior to recruitment.**

Desirable qualifications, skills and experience

- A university degree or equivalent qualification;
- Well-developed digital skills and knowledge – including with regard to social media (Instagram, Facebook, Twitter and LinkedIn), website, digital newsletter, photo and video editing.
- Knowledge of and interest in Ireland - US relations, knowledge of and interest in news, culture and current affairs in the US Southeast;
- Intercultural skills and/or knowledge of Ireland

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:

- The successful candidate will be hired on an initial 12 month fixed term contractual basis and will be based in Atlanta.
- Monday to Friday, 40 hours per week, with standard office hours from 9am to 5pm
- Annual Leave entitlement 20 days per annum.
- The salary for the position is **US\$50,463.40 per annum**, paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to apply

The Job Description for this position is available on our website: <https://www.dfa.ie/irish-consulate/atlanta/about-us/jobopportunities/>

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

Applications should be sent via e-mail only to atlantacg@dfa.ie, with the subject line **Public Diplomacy Officer Vacancy**.

Applications must be received before 17:30PM EST on September 15 2023

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held in person by mid-October 2023 with the role due to commence end-October/early-November.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process;
- A panel may be set up depending on the calibre of candidates.

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. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

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