



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Administrative and Community Liaison Officer Consulate General of Ireland, Boston

The Consulate General of Ireland promotes and protects Irish interests through its work with the Irish community in the New England region, supporting the strong partnership between the US and Ireland, and providing a range of consular services.

The Consulate General of Ireland in Boston is seeking a proactive, dynamic, and flexible **Administrative and Community Liaison Officer** to assist with the work of the Consulate in providing consular services, strengthening relationships with the Irish community and promoting Ireland's interests in the US. The successful applicant will work alongside other locally engaged staff of the Consulate, and will report directly to the diplomatic staff.

Roles and Responsibilities:

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Assisting Diplomatic Staff with running of the [Emigrant Support Programme](#) & engaging with Irish and Irish American Community Organisations to strengthen relationships
- Front of office duties including dealing with visitors to the Consulate, phone and email enquiries, including consular services, assisting Irish citizens, answering queries from the public
- Providing general administrative support to Diplomatic Staff as needed;
- Responsibility for day-to-day administrative tasks including contact database maintenance and accounts system administration
- Assisting with official events, which can range from meetings, to in-house receptions or high-level visits and meeting with partners;
- Conducting research under the direction of diplomatic staff;
- Executing other tasks as required

Essential Requirements candidates must be able to demonstrate:

- Candidates must have previous professional experience in a similar role;
- The candidate must demonstrate using work based examples of providing excellent **interpersonal skills**, being persuasive, **working in a team** but also dealing effectively with people in external organisations;
- The candidate must have proven ability to build relationships and maintain a network of contacts across academic, funding agency, industry and public-sector communities;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organizational skills**, attention to detail, able 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);
- Candidates must have a permanent, legal right to reside and work in the USA and will be subject to US employment and taxation law

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and Ireland's Consulate in New England.
- Previous experience in a diplomatic mission is desirable but not essential.

Terms and conditions of employment:

- The successful candidate will be hired on an initial two year fixed-term basis and based at Consulate General of Ireland in Boston. Remote working options will be available subject to business needs.
- Monday to Friday, 40 hours per week, with standard office hours from 9am to 5pm, with occasional additional hours including evening and weekend work
- Annual Leave entitlement 20 days per annum plus public holidays
- The salary for the position is \$50,285.60 per annum, paid locally on a fortnightly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to apply

The Job Description and Application Form for this position are available on our website

www.dfa.ie/boston

Completed application forms should be sent via e-mail only to boston.recruitment@dfa.ie, with the subject line '**Administrative and Community Liaison Officer**'.

Applications must be received before 5pm, EST, 27 October 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 by early November 2023.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- 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, Boston is committed to a policy of Equal Opportunity.