



PROGRAM AND EVENTS COORDINATOR

The Embassy of the United States of America in Wellington invites applications for a full time Program and Events Coordinator position with the Public Affairs Section.

Under the supervision of the Cultural Affairs Specialist, the position serves as the Program and Events Coordinator in two main areas, in the Wellington/South Island regions. The position is responsible for: managing outreach and programs that promote greater engagement with and cooperation among New Zealand alumni of United States Government (USG) sponsored exchange programs; and coordinating and supporting outreach in the Environment, Science, Technology and Health (ESTH) portfolio. In addition the position will support wider cultural and public affairs programs in Wellington and the South Island regions.

To be successful in the role applicants will have completed a university degree in the liberal arts, education, humanities, business, environmental sciences, English, political science, international affairs, or sociology. The incumbent needs a minimum of two years progressively responsible experience in administration, cultural programming, public relations, project management, or the event planning fields.

The Program and Events Coordinator must have a very good working knowledge of New Zealand's social structures, institutions, political parties, economics, culture, history, key figures in the mass media, the professions, military, government, cultural, educational, labour, and business circles. Knowledge of Maori cultural practices, society and norms is also required.

The Program and Events Coordinator needs strong interpersonal skills to enable them to develop and maintain high-level contacts among senior and/or future partners across important sectors of society. An ability to set own priorities and use initiative to plan and arrange events and programs is essential. The preferred candidate must be proficient in Microsoft Office products and be able to produce a wide variety of written documentation to a high standard. A flexible attitude is required, as the role may involve attending some events during irregular work hours, including weeknights and weekends.

The starting salary for this position is NZ\$54,821 gross per annum.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

Applications close Wednesday, 2 November 2016

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.*