

### **13. BASIC FUNCTION OF POSITION**

Under the supervision of the Cultural Affairs Specialist, the incumbent serves as the Public Affairs Section (PAS) program and events coordinator in two main areas in the Wellington/South Island regions: The position is responsible for 1) supporting outreach and programs that promote greater engagement with and cooperation among New Zealand alumni of United States Government (USG) sponsored exchange programs in the Wellington/South Island regions (with work guidance provided by the Auckland-based Public Affairs Specialist); and 2) 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.

### **14. MAJOR DUTIES & RESPONSIBILITIES**

**% of time**

#### **A. Alumni and Opinion Leader Outreach**

**50%**

- Working closely with the Auckland-based Public Affairs Specialist, supports the development and assists with the implementation of a comprehensive strategic plan for USG alumni and opinion leader outreach and activities which integrate alumni and opinion leaders into all Mission programming;
- Manages administration, correspondence, and records for USG alumni;
- Promotes, develops and connects a countrywide network of USG alumni – particularly in the Wellington and South Island regions – assisting with the formation, development, and sustainability of alumni associations and inter-association cooperation and networking;
- Coordinates and organizes alumni events (receptions, conferences, seminars, workshops and other meetings) and programming for the Wellington/South Island regions' alumni audiences;
- Supports the elite and opinion leader engagements by the Ambassador and other Mission elements;
- Prepares and disseminates news and information of general interest to alumni and opinion leaders in the regions;
- Assists the Country Public Affairs Officer with event management and logistics for programs jointly arranged by the Embassy and Fulbright New Zealand [eg Thanksgiving, speaker events]
- Maintains partnerships with the Fulbright NZ Alumni Association and other similar organization, as well as the private sector to find ways to support USG activities;
- Pursues opportunities for alumni project funding from the State Department and/or private sector entities;
- Manages grants and financial support for alumni and opinion leader programs as the Grants Officer Representative, in coordination with the Grants Officer and Grants Administrator;
- Supports Mission and Department social media outreach, including helping to create and maintain a New Zealand community on the State Alumni website, and maintain an alumni database that interfaces with Department systems;

- Seeks ways to use alumni programming to support other Mission goals such as education and youth outreach, relationships with indigenous and Pasifika communities, digital media engagement and Environment, Science, Technology and Health (ESTH).

**B. Environment, Science, Technology and Health (ESTH) Portfolio Coordination 25%**

- Works closely with the ESTH portfolio holder (Auckland-based) and the Political and Economic Section to:
  - Monitor USG policy developments in the ESTH area;
  - Prepare talking points and remarks for the Ambassador and other Mission elements regarding ESTH;
  - Monitor developments in ESTH in New Zealand and prepare reports on these for the Ambassador and other Mission elements;
- Develops relationships within the ESTH community in Wellington and the South Island;
- Designs, supports and manages Mission ESTH outreach programs in Wellington and the South Island;
- Supports Mission and Department social media outreach by drafting messages for social media, and blog posts on ESTH policy and activities.

**C. Cultural Affairs Events and Administration Support 15%**

- Supports the Cultural Affairs Specialist and other Public Affairs staff with:
  - Managing contact information and communications by regularly updating and maintaining Public Affairs databases;
  - Administration relating to exchange program management;
  - Other duties as assigned.

**D. Media Assistance 10%**

- Monitors local media stories of interest to the Mission, and prepares daily media summaries.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a) Education:** Completion of a University degree in the liberal arts, education, humanities, business, environmental sciences, English, political science, international affairs, or sociology is required.
- b) Prior Work Experience:** Two years or more of progressively responsible experience in administration, cultural programming, public relations, project management, or event planning fields.
- c) Post Entry Training:** On-the-job training, which depending on funding may include orientation and training out of country. Training courses in State Department procedures. Completion of FSI Classroom and Online courses, such as the Grants Officer Representative course for grants management and oversight. Mandatory training for all

local employees: Ethics for New Locally Employed Staff (PA453) and Cyber Security Awareness Course (PS800).

- d) Language Proficiency:** Level IV English (both written and oral) is required.
- e) Job Knowledge:** Must have a very good working knowledge of the general etiquette and New Zealand's social structures, institutions, political parties, economics, culture, history, key figures in the mass media, the professions, military, government, cultural, educational, labor, and business circles. Knowledge of Maori cultural practices, society and norms is required.
- f) Skills and Abilities:** Strong interpersonal skills are needed, and the ability to develop and maintain high-level contacts among senior and/or future partners across important sectors of society (media, cultural, educational, civil society, business, political, etc.). Ability to set own priorities and use initiative to plan and arrange events and programs. Must be proficient in Microsoft Office products and have the ability to produce a wide variety of written documentation to a high standard.

## **16. POSITION ELEMENTS**

- a) Supervision Received:** Supervised by the Cultural Affairs Specialist. Work guidance provided by the Auckland-based Public Affairs Specialist on alumni and opinion leader engagement, and by the Wellington based Media Specialist on media issues. Incumbent will be expected to perform a variety of functions with minimal supervision.
- b) Supervision Exercised:** None.
- c) Available Guidelines:** The Mission Integrated Country Strategic Plan (ICS) Foreign Affairs Handbooks and Manuals, guidance from the State Department and from the supervisor.
- d) Exercise of Judgment:** Must take initiative and exercise independent judgment.
- e) Authority to Make Commitments:** None.
- f) Nature, Level, and Purpose of Contacts:** In support of the CPAO, the Cultural Affairs Specialist, AKL Public Affairs Specialist, or independently, the incumbent is expected to maintain and develop contacts with post target audiences in the Wellington/South Island regions in key institutions in the media, cultural, educational, environmental, business, civic, and political sectors.
- g) Time Expected to Reach Full Performance Level:** One year