



Community Liaison Office Administrative Assistant

The Consulate General of the United States of America invites applications for a part-time, fixed-term position of 20 hours per week for six months.

The Community Liaison Office Administrative Assistant is responsible for developing and managing a program based on community demographics and specific needs. This includes coordinating events for the Consulate, and providing arriving American families with welcome information regarding education options, employment opportunities and orientation to the local community.

The ideal candidate must have completed secondary school, and have three years professional office experience, including proficient use of Microsoft Office applications. To be successful in this position, applicants should possess good organizational and communication skills, and be familiar with schools, community services and resources in the Auckland region.

The starting salary for this position is NZD\$54,821 per annum (pro-rated), with some special benefits e.g. both U.S. and New Zealand Holidays - an approximate total of 10 days in six months.

*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 on Tuesday, 29 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 US Government as a potential employer.*