



OUTREACH ASSISTANT

The U.S. Consulate in Melbourne is seeking an individual for the position of Outreach Assistant in the Public Affairs Section.

Salary: A\$63,210 p.a.
Hours: Full time 40hours/week

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. A university degree in the liberal arts, education, communications/journalism, social sciences, or international relations is required.
2. Minimum three years experience working in education, public relations, NGOs, media or cultural affairs is required.
3. Fluency (Level IV) in English is required. This will be tested.
4. Knowledge of the U.S. and Australian governments, societies, educational systems and cultures is required.
5. Must possess excellent organizational, administrative, time management, communication and customer service skills when dealing with fellow Mission staff and outside contacts, and the motivation and initiative to seek out new contacts to further Mission goals.
6. A current driver's license which allows the incumbent to legally drive in Australia is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, US Embassy, Moonah Place, Yarralumla ACT 2600 by
OCTOBER 11, 2012.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

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.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: OUTREACH ASSISTANT	POSITION GRADE LE-7 (STARTING SALARY A\$63,210)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Outreach Assistant will specialize in outreach to youth and young professional audiences across all sectors. Under the supervision of the Cultural Affairs Specialist (CAS), and will also provide administrative and outreach support to both the CAS and Media Affairs Specialist (MAS). Will assist with university outreach, research and event management, and social media campaigns, in addition to providing other support as required. May also supervise the activities of university student interns assigned to the Public Affairs Section.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Alison Brandon at (02) 62145644.

Major Duties and Responsibilities

Outreach to Youth and Young Professional Audiences (60%)

- Develop and implement a programmatic and communications strategy to effectively engage and build understanding with younger generations (as defined and to meet current needs, e.g. on a range from primary school to young professionals) throughout the Melbourne Consular District of Victoria, South Australia, Tasmania and the Northern Territory.
- Serve as Post's liaison with Mission and Washington Youth Outreach Offices.

- Review the suitability of ECA and IIP products (from State Department's Cultural and Information Bureaus) and integrate as appropriate in Post programs for youth and younger audiences.
- Oversee the Ben Franklin Club (BFC) at Post, communicating with existing and identifying new members, arranging bimonthly events, and devising an annual plan. BFC is a networking group for contacts identified as important for the Consulate in the age range of 20-38.
- Develop similar networking opportunities (to BFC) for other age and interest ranges.
- Represent the Consulate when appropriate at appropriate events with the target audience.
- Undertake research into current trends relevant to the target audience as appropriate to the needs of the Public Affairs section.

Cultural and Media Affairs Support (40%)

- Assist Cultural Affairs Specialist (CAS) with the integration of youth outreach strategies, programs and events within the academic, NGO, cultural, business and political spheres.
- Assist Media Affairs Specialist (MAS) in the development and implementation of youth outreach strategies for use across social media platforms.
- Undertake research to build and maintain up-to-date and comprehensive contact database of key outreach groups including universities, youth leaders and organizations, and alumni.
- Create and maintain outreach record for Consul General and Officers, and schedule upcoming events.
- Construct and maintain comprehensive record of post-specific grants and IVLP programs.
- Assist with Mission Activity Tracker and a variety of other quantitative and qualitative reporting requirements.
- Assist with managing and staffing PAS events.
- Other duties as requested.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in the liberal arts, education, communications/journalism, social sciences, or international relations is required.

2. Minimum three years experience working in education, public relations, NGOs, media or cultural affairs is required.
3. Fluency (Level IV) in English is required. This will be tested.
4. Knowledge of the U.S. and Australian governments, societies, educational systems and cultures is required.
5. Must possess excellent organizational, administrative, time management, communication and customer service skills when dealing with fellow Mission staff and outside contacts, and the motivation and initiative to seek out new contacts to further Mission goals.
6. A current driver's license which allows the incumbent to legally drive in Australia is required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

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Regional Human Resources Office
U.S. Embassy Canberra
Moonah Place
Yarralumla, ACT 2600

POINT OF CONTACT

Name: Alison Brandon
Telephone: (02) 6214 5644
Fax: (02) 6214 5642

THE DEADLINE FOR APPLICATIONS IS OCTOBER 11, 2012

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal

employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References