



Youth Outreach Coordinator (Auckland)

The Embassy of the United States of America in New Zealand invites applications for a full time Youth Outreach Coordinator position at the Consulate General in Auckland.

If you are a professional who is driven, flexible and enjoy working in a busy embassy environment, then this position is for you! Working in an organization with very low employee turnover, this stable, secure position is a permanent, full-time vacancy. The Youth Outreach Coordinator oversees outreach activities with New Zealand youth - including primary, secondary, and tertiary level students, youth organizations, young professionals, non-profits, government departments and other institutions. S/he will be the primary contact and advisor on youth and young adult/professional issues in New Zealand.

To be successful in the role you will have a minimum of 2-3 years of progressively responsible experience in the field of planning, organizing, marketing and executing youth and other general public outreach events. The ideal candidate will not only have experience in traditional public presentations but also using social media as a resource. This professional experience is complemented with your Bachelor's degree in liberal arts, public administration, business, communication, marketing, public relations, political/social sciences or international affairs.

You must have exceptional customer service and interpersonal communication skills, and an ability to develop/maintain key contacts with relevant youth sectors, institutions and organizations throughout New Zealand. Knowledge and ability to work with social media such as Facebook, Twitter, and Flickr, etc is essential. A valid driver's license is required to be considered for this position.

The starting salary for this position is \$60,582 per annum, with some special benefits e.g. both U.S and New Zealand Holidays - a total of 20 days; 8.7% contribution by the employer to employee's retirement.

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.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

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 at 5pm on Monday 17 September, 2012.

***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.*