

13. BASIC FUNCTION OF POSITION

Under the supervision of the Assistant Public Affairs Officer (APAO) in Auckland, and in consultation with the Public Affairs Specialist in Auckland and Cultural Specialist in Wellington, the incumbent plans, implements and oversees the Mission's Cultural Affairs program for the Auckland region, with a specific emphasis on outreach to non majority communities in Auckland and throughout the country as appropriate. The Auckland Cultural Affairs Assistant also provides input into - the International Visitor Leadership Program (IVLP); speakers/ specialists programs; visits by American cultural representatives (e.g. artists); and liaison with academics, in particular those specializing in American Studies. The incumbent maintains personal contact with high level Post-defined target audiences within these communities, and advises the APAO on relevant trends and changes within the attitudes and opinions of this audience.

14. MAJOR DUTIES AND RESPONSIBILITIES

% of Time

A. Cultural Programs Advisor in Auckland Region

40%

1. In consultation with the Cultural Specialist in Wellington, plans, implements and oversees the Mission's Cultural Affairs program for the Auckland region.
2. Maintains close personal relationships with Auckland region key contacts with a variety of diverse non majority communities, including - but not limited to - Maori, Pasifika and other ethnic non majority communities, faith communities, Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, and people with disabilities.
3. Acts as the primary point of contact and advisor on public opinion within these communities on issues of concern to the United States.
4. In consultation with the Auckland Public Affairs Specialist, helps to identify contacts and potential nominees within non majority communities for inclusion in USG exchange programs.

B. Programming in Non majority Communities

30%

1. Under the direction of the APAO, conceives, plans and implements thematic programs focusing on non majority communities for the Auckland region, to included speakers/specialists, visiting USG officials, locally recruited talent. Incumbent must be able to incorporate Digital Video Conference (DVC) and other audio-visual materials into the cultural programs.

2. Serves as primary post contact for Department Diaspora programming directed toward U.S.-based Pasifika communities. Identifies opportunities to link local programming to Department-wide initiatives directed toward non majority audiences. Supports programming efforts of other PAS and Mission elements that relate to non majority outreach.
3. Develops and maintains close contact with working and mid-level personnel of major institutions involved in cultural affairs, education, and those involved with social issues.

C. Content Generation 20%

1. Supports Mission-wide content generation on topics related to non majority audiences for social media channels. Writes periodic blog posts and suggests tweets for Mission Twitter accounts.

D. Exchanges and Other Duties as Assigned 10%

1. Supports Mission exchange programs by identifying and recruiting potential nominees from non majority communities.
2. Attends representational events as required and provides general assistance with special events, including set up and clean up; and escorting.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: Possession of a university degree in liberal arts, education, social sciences, cultural studies, business, public relations, or communications is required.

b. Prior Work Experience: 1-2 years experience working with a cross section of ethnic or non majority groups in New Zealand in the field of cultural program development, with emphasis on planning and promotion of cultural activities and exchanges. Experience in program development must encompass traditional outreach through formal group presentations and non-traditional means such as social media.

c. Post Entry Training: On-the-job training. Incumbent may receive training in Department of State Public Diplomacy. FSI online training including Protecting Personally Identifiable Information (PA459); Ethics for New Locally Employed Staff (PA453); and Cyber Security Awareness Course (PS800).

d. Language Proficiency: Level 4 English (Fluent - Written and Spoken) ability is required. Level 4 Samoan and/or Maori (Fluent - Written and Spoken) is preferred.

e. Job Knowledge: A thorough knowledge of: New Zealand's and Auckland's social

makeup, and in particular their ethnic, religious, and other non majority communities; educational institutions and cultural movements; historical development and key figures in cultural and educational circles. A basic understanding of U.S. culture and history.

f. Skills and Abilities: Ability to develop and maintain extensive high level contacts in cultural, ethnic, religious, and other non majority community circles. Ability to set priorities, plan, arrange, execute and otherwise take full initiative for extensive thematic and exchanges programs. Must have excellent interpersonal skills, strong oral and written presentation skills and ability to work under tight deadlines and constantly changing priorities. Ability to maintain confidentiality of contacts and information. A valid driver's license is essential for this position.

16. POSITION ELEMENT

a. Supervision Received: General guidance and oversight provided by the PAO in Wellington, with direct supervision by the APAO in Auckland. Incumbent is expected to perform various functions with minimum supervision but must consult with PAO in case of any doubt.

b. Supervision Exercised: None.

c. Available Guidelines: Department of State Foreign Affairs Manual (FAM) and Handbook (FAH); Post MOAs, MSRP, instructions and directives from PAO on Performing Arts, U.S. speakers, IVS and Volvisitor programs; Country Plan.

d. Exercise of Judgment: Must exercise high degree of independent judgment, taking initiatives in conceiving, planning, arranging and executing major programs of the PAS.

e. Authority to Make Commitments: In consultation with the APAO, has authority to commit plans, schedules and funds toward the execution of Auckland region programs involving seminars, exhibits, visits of American Performing Artists and American Studies and panel discussions and lectures involving U.S. speakers. No authority to make financial obligations on behalf of the U.S. Government.

f. Nature, Level and Purpose of Contacts: On behalf of APAO, incumbent is expected to develop and maintain high level personal contacts in key institutions involved in cultural affairs (such as Government and Non Government Organizations (NGO's), museums, galleries, theaters, and tertiary institutions) and in social issues (such as non majority communities like Maori, Pasifika and other ethnic non majority communities, faith communities, LGBT, people with disabilities, social advocacy groups), in order to assure effective programming.

g. Time Expected to Reach Full Performance Level: One (1) year.