

The Embassy of the Republic of Slovenia in Washington seeks to hire:

**Public/Cultural Diplomacy, Economics, & Political Policy Associate**

### Position Description:

The Public/Cultural Diplomacy, Economics, & Political Policy Associate is a multi-faceted role for recent graduates and young professionals interested in the diplomatic field. The ideal candidate will have a demonstrated history managing a wide range of administrative, research, and creative tasks with little or no supervision. Organizational skills, time management, and flexibility are essential attributes for candidates to possess.

The highest degree of professionalism is required of candidates for consideration. The Embassy team is a dedicated group of individuals comprising diplomats, Slovenian nationals, and local staff. Within the Embassy, this position will interact/work with all members of the team while reporting directly to the heads of the economics, the public diplomacy, and political affairs divisions, as well as the Office of the Ambassador/Charge d'Affaires.

Outside the Embassy team, this position coordinates directly with our partners/decision makers in the local Washington community, the U.S. Congress, U.S. Federal and state governments, the wider United States, the E.U. Delegation, the Slovenian Ministry of Foreign Affairs, and other departments of the Slovenian government.

The working language for the position is American English. While not required, Slovene and/or Spanish language capabilities are highly advantageous for consideration and long term performance in this role.

### Responsibilities to Include, but not Limited to the Following:

- Facilitation and creative lead for the Embassy's social media platforms (Facebook, Instagram, Twitter, YouTube, LinkedIn)
- Facilitate the organization and execution of Embassy events
- Lead the cultivation of relations and collaboration with cultural organizations and entities
- Assist the economic consular in the development and implementation of the Embassy's economic initiatives
- Assist the political consulars in conducting research, drafting deliverables, and managing Embassy relations with lawmakers and other government officials
- Actively contribute to ideas and goal setting for the whole Embassy and for each department
- Draft and copy edit materials/documents for internal/external release in English and Spanish
- As needed, fill in for the Ambassador's assistant including handling their tasks for periods of time

### The Ideal Candidate Will Possess the Following Qualifications:

- At least a bachelors degree from an accredited academic institution in a relevant degree focus (i.e. economics, government, international relations)
- Excellent knowledge of written/spoken American English, knowledge of Spanish and Slovene is an asset
- 1-2 years for professional/internship experience

- Proficiency in in Microsoft programs as well as Facebook/Instagram Business Suite, YouTube, Twitter, and LinkedIn
- Self-motivated and self-learner
- Strong organizational and communication skills
- Capable of working as a member of a team while also taking on and being responsible for tasks and projects independently

## Work Schedule:

This role is in-person five days a week at the Embassy in Washington. Normal working hours are 9:00am to 5:00pm. Overtime and weekend hours will be necessary on occasion and with advanced notice.

## Salary Range and Benefits:

Salary and benefits will be discussed during the interview and varies based on experience.

## To Apply, Interested Candidates Should Submit the Following:

- Resume/CV (no more than 2 pages)
- Cover letter detailing your interest in the role and your knowledge of Slovenia (including key Slovenian diplomatic goals)
- One or two of the writing samples detailed below, in English, appropriately formatted based on industry standards:
  - o A letter from the Ambassador addressed to Senator Joe Smith, a hypothetical senator from Florida, who is Member of Senate Committee on Foreign Relations. The letter should convey the Ambassador's intention to arrange a meeting between the Senator and a contingent of Slovenian lawmakers and entrepreneurs
  - o A social media campaign including 2 unique posts, formatted for both Facebook and Twitter, promoting "I Feel Slovenia" night (at the home game of Dallas Mavericks vs. Chicago Bulls) in Dallas, Texas. Candidates are encouraged to make use of graphics including emojis in the text and officially sanctioned photos and logos from the Ministry of Foreign Affairs and [www.slovenia.info](http://www.slovenia.info)
- The contact information, including phone number and email, for two professional references

For full consideration, all materials should be submitted to [sloembassy.washington@gov.si](mailto:sloembassy.washington@gov.si) no later than **COB of February 15, 2023**. Successful applicants will be contacted within seven days of the closing date to schedule an in-person interview at the Embassy in Washington. The candidate selected for the role should expect to start sometime in the Spring of 2023. After beginning in the position, a three-month trial period will commence.

In a commitment to providing equal opportunities and fostering an inclusive and barrier-free work environment, if you need any accommodations in order to submit an application, or if you have any questions about the hiring process, please contact [sloembassy.washington@gov.si](mailto:sloembassy.washington@gov.si). Phone calls will not be accepted.

## About Us:

The Embassy of the Republic of Slovenia is the diplomatic mission of the Slovenian Ministry of Foreign Affairs to the United States of America and the non-resident mission to the United Mexican States, Republic of Costa Rica, and the Republic of Panama. Currently the head of the mission is Charge d'Affaires ad interim Andrej Medica.