



FULBRIGHT

Ireland-USA

Communications Officer (Maternity Cover) 29 week contract.

The Fulbright Commission (www.fulbright.ie) is seeking to appoint a Communications Officer for a twenty nine week contract period from October 2020.

Background

The Fulbright Commission in Ireland is a prestigious bilateral partnership supported by the U.S. Department of State and the Irish Government's Department of Foreign Affairs, as well as the Department of Arts, Heritage, and the Gaeltacht. Its funding is derived from Irish and U.S. governments, higher education institutions, public agencies, organizations, and donations.

The Fulbright Commission in Ireland annually awards grants for Irish citizens to study, research, or teach in the U.S. and for Americans to do the same in Ireland. The primary grant program that the Commission manages is Fulbright Program, whose purpose is to increase mutual respect and understanding between people of the United States and people of other countries through educational and cultural exchange.

The Position

Reporting directly to the Executive Director, the successful candidate **must**:

- Have a qualification in a relevant field and/or a minimum of three years experience in a relevant role
- Have excellent communication, administration, and interpersonal skills
- Have excellent IT skills with strong Microsoft Office skills.
- Have excellent Social Media skills with experience of managing Organisation Social Media
- Demonstrate initiative and self-direction
- Enjoy working in a fast-paced, creative environment, collaborating in a small team; effectively responding to tasks and requests; and working without a support team
- Empathise with Fulbright's purpose for Awardee promotion and Audience Focused View
- Be legally eligible to work in the Republic of Ireland
- Have fluency in English, with excellent writing and editing skills

The following is **desirable**:

- Experience of working in a News Media organisation
- Experience in Event Management
- Experience with Zoom or MS Teams
- Experience using CRM systems

Principal Duties and Responsibilities

The following duties and responsibilities are indicative, but not exhaustive. They may change over time to reflect the Commission's changing context, priorities, and activities.

Program Administration:

- Promotion of Fulbright Program, Awards & Awardees
- Organisation of key in-person events (e.g. Annual dinner, Awardee Orientations)

- Organisation of virtual events (Webinars and Online Presentations)
- Presentation at Institution Roadshows (In person & virtual)
- Management of Ambassador Program and Alumni Awards
- Day-to-day management of Commission Social Media accounts
- Day-to-day management of Commission website
- Other duties as assigned by the Executive Director

Board Meetings / Events:

- Provision of Communications input for Fulbright Commission Board meetings and events (e.g. Committee, Board papers, Sponsor reports).

Remuneration and Benefits

Contract Tenure: A twenty nine week contract (maternity cover) with effect from October (or earlier date to be agreed) 2020 is being offered.

Salary: (TBC)

Annual Leave: 22 days per annum (pro-rated for contract)

Application

Interested applicants should submit **by email by 12 noon on August 30th, 2020**

- A cover letter outlining motivation for applying and relevant experience
- A detailed curriculum vitae
- The names / contact details of two referees.

Applications and requests for further information should be addressed to:

Dr Dara FitzGerald
Executive Director
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