

International Relations Assistant Position Description

Salary Range: DOE

The Position

The Office of Government Relations is hiring for a temporary (approx. 3-month duration, early April to end of June) full time International Relations (IR) Assistant. The IR Assistant will work under the supervision of the IR Director. The IR Assistant will support the IR Program as it prepares for, and executes, the annual Sister City Reception and other important IR events leading up to, and during Rose Festival. As part of these duties, the IR Assistant will serve as a liaison to the leadership and board members of Portland's nine Sister City Associations and one Friendship City Association. The IR Assistant will be tasked with providing logistical, event planning and customer service support in a fast-paced environment.

Responsibilities include:

- Providing quality, effective, and timely customer service to Portland's Sister City and Friendship City Associations;
- Drafting communications and providing other support to welcome international delegations;
- Tracking logistical details and carefully coordinating with client bureaus and offices, other government representatives, and key partners;
- Drafting briefing documents, meeting notes, letters of invitation and talking points;
- Following systems and processes to ensure Portland's International Relations program is compliant with City and State regulations;
- Updating and executing the City's International Relations Gifting Program;
- Ensuring "day-of" preparations go smoothly, including room setup and flag displays, and providing diplomatic cultural protocol guides;
- Attending monthly Sister City meetings, and developing strong working relationships with Portland's Sister City board members and representatives;
- Reporting and responding to Sister City requests, as well monitoring international developments in Portland's Sister Cities.

To Qualify Applicants Must Possess:

- Familiarity or experience with event planning and an ability to prioritize, exercise sound independent judgment, and manage multiple priorities at once, in a fast-paced environment;
- Ability to use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and information;

- Familiarity or experience with the international relations;
- Proficiency in Microsoft Office Suite, standard computer and office equipment;
- Strong writing and customer service skills;
- Bachelor's degree required, with a focus on international relations or similar field is preferred, but not mandatory.

About the Office of Government Relations:

The mission of the Office of Government Relations is to advance the City of Portland's legislative and intergovernmental policy objectives. The Office provides effective representation, strategic advice, and quality service to the City Council and all city Bureaus. The work of OGR is politically sensitive, diverse and complex. OGR staff work together collaboratively to meet the needs of our clients in a fast-paced environment, ensuring that the interests of the City are advanced.

The International Relations Program manages intergovernmental relationships to identify and promote international partnerships and exchanges that advance the policy goals and objectives of the Mayor's Office, Commissioner Offices, and City Bureaus. The Program welcomes around 70 delegations annually, and leads or supports strategically important outbound international missions. The Program works directly with the Presidents of Portland's nine (9) Sister City Associations and one (1) Friendship City Association to ensure the success of Portland's sister city program. The program develops and ensures adherence to international and cultural protocols.

The Recruitment Process:

An evaluation of each applicant's training and experience, as demonstrated in their cover letter and resume. Additional evaluation may be required prior to final selection. Interested applicants should send a resume and one-page cover letter to Susan.Dietz@portlandoregon.gov.

Applications must be received by 11:59 pm on Sunday, March 24th, 2019 with the subject heading: International Relations Assistant Application. Applications will be accepted by e-mail.

For questions, please contact Susan Dietz at (503) 823-4130 or e-mail Susan.Dietz@portlandoregon.gov.

Other Information:

This position is exempt from Civil Service and is an "At Will" position. It serves at the discretion of the hiring authority, subject to City of Portland Human Resources Administrative Rules and Portland City Charter and Code. Veteran's Preference: If you are requesting Veteran's Preference, please identify yourself as a veteran and attach a copy

of your DD214/DD215 and/or Veteran's Administration letter stating your disability to your profile. You must request Veteran's Preference and include a copy of your documentation for each recruitment. Veteran's Preference documentation must be submitted no later than 4:30 PM of the closing date of this recruitment. Non-citizen applicants must be authorized to work in the United States at time of application.

Equal Opportunity: It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to Susan Dietz at (503) 823-4130 or by e-mail at Susan.Dietz@portlandoregon.gov no later than the closing date of this recruitment.

Position Classification: Commissioner's Administrative Support Specialist