



## Position Description

**Job Title:** Senior Associate of International Affairs

**Department:** Division of Leadership Initiatives and International Affairs

**Base Location:** Coral Gables or Orlando, Florida

**Reports To:** Vice President of Leadership Initiatives and International Affairs

**FSLA Status:** Exempt:

**Salary Range:** \$55,000 - \$70,000

**Approved By:** Matt Swanson

**Approved Date:** February 25, 2025

### **BASIC PURPOSE:**

The Senior Associate of International Affairs will serve a key role for Consular Corps engagement, high-level delegation coordination, and ensuring smooth administration of international agreements. This position involves protocol management, briefing materials preparation, and fostering meaningful relationships with international and governmental stakeholders.

### **ESSENTIAL DUTIES:**

- Support Consular Corps relationships and inquiries, track and maintain up-to-date Consular Corps information, and communicate with consulates and embassies
- Provide logistical and administrative support for consular engagement initiatives and events.
- Organize and coordinate visits from high-ranking government officials, international organizations, and inbound delegations.
- Oversee event requests, vetting processes, and scheduling to ensure seamless delegation experiences.
- Assist in the development, execution, tracking, and management of Memoranda of Understanding (MOUs), Memoranda of Cooperation (MOCs), and other formal international agreements.
- Coordinate closely with internal and external stakeholders to deliver high-quality event experiences.
- Conduct international relations research to support decision-making and program development for the division or organization.
- Develop and deliver international trade and business development briefing materials, as well as cultural and protocol briefings, including, but not limited to missions' agendas, bios, delegation lists, and briefing books for leadership, delegates, and event participants.
- Assist with the development of talking points, script writing, and press releases as needed.
- Attend Consular Corps or international affairs-related meetings and provide written and oral reports as needed.
- Attend communications meetings and provide written and oral reports, functioning as the division's communications liaison under the supervision and guidance of the direct supervisor.
- Support with the greeting/hosting of guests and inbound delegations at the office or events.

- Coordinate the scheduling, planning, and execution of events and meetings, including room setup, catering, audiovisual arrangements, and material preparation.
- Implement/execute other projects as assigned.

**SUPERVISION:**

Not applicable for this position

**MINIMUM QUALIFICATIONS REQUIRED:**

- Undergraduate degree in related field of study: International Relations/Affairs, International Trade, Political Sciences, Public Administration, Communications, and Business Administration.
- At least 2-4 years of experience in international relations, event coordination of corporate events, project management, or a related role.
- Proficiency in Microsoft Office Suite and project management tools.
- Strong written and verbal communication skills, with experience in scriptwriting preferred.
- Strong understanding of international cultural sensitivities, diplomacy, and protocol standards.
- Takes initiative, works independently, makes responsible decisions and accomplishes projects with little supervision.
- Exceptional organizational skills and attention to detail.
- Experience working with high-level executives, dignitaries, delegations, sponsors, and stakeholders is a plus.
- Ability to multitask, work within tight project timelines, and remain flexible in a fast-paced environment.
- Proactive results-oriented and problem-solving skills, maintaining confidentiality and handling sensitive information tactfully.
- Demonstrates diplomacy, patience, professionalism, and a strong work ethic.
- Ability to travel domestically and internationally.
- Ability to setup, breakdown, and transport event related items.

**PREFERRED QUALIFICATIONS:**

- Proficiency in CRM software and the ability to analyze and develop reports, Salesforce is preferred.
- Experience working with government agencies, economic development organizations, or international consulates.
- Substantial work experience in a pertinent functional area may substitute for degree requirements.
- Fluency in a second language preferred but not required.
- Demonstrates exceptional project management expertise.

**TO APPLY**

Please email your resume and cover letter to [Pauline.Jacobs@selectflorida.org](mailto:Pauline.Jacobs@selectflorida.org).

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee filling this position. Duties, responsibilities and activities may change at any time with or without notice.*

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