



EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

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1708 Massachusetts Ave. NW
Washington, DC 20036

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the Embassy of the Republic of Trinidad and Tobago in Washington, DC:

Senior Executive Officer, Community Relations, Public Information and Professional and Student Services

Job summary

The Senior Executive Officer, Community Relations, Public Information and Professional and Student Services will be tasked with interfacing with the Diaspora, National Scholars studying in the USA, Universities in the USA, the Ministry of Education of the Republic of Trinidad and Tobago and other relevant stakeholders. This person will also be involved in the planning and execution of events and projects, which showcases Trinidad and Tobago.

Key Duties & Responsibilities

Community Relations and Public Information

- Assist with planning and executing projects and events hosted by the Embassy;
- Facilitate the dissemination of pertinent information to members of the TT Diaspora-US and extended community, via email and on social media as appropriate;
- Respond to requests for promotional materials, flags, souvenir items and general information on Trinidad and Tobago;
- Manage the TT Diaspora-US database to facilitate diaspora outreach and engagement.

Professional and Student Services

- Serve as the Embassy's point of contact for National Scholars of the Government of the Republic of Trinidad and Tobago (GoRTT) who have matriculated in the United States;
- Ensure the timely processing and payment of tuition on behalf of GoRTT National Scholars;
- Maintain up-to-date student database; and
- Any other duties as assigned by the Ambassador and Head of Chancery.

Required Skills & Competencies

- Excellent communication and interpersonal skills;
- Discretion and confidentiality;
- Ability to communicate effectively both orally and in writing;
- Displays patience and good listening skills;
- Ability to work as part of a team;
- Ability to be creative in problem solving; and

Qualifications and Experience

- Work experience of 3-5 years in a similar position. Experience in customer service is preferred;
- Minimum Requirement of High School Diploma or an Associate Degree;
- Must be a citizen or Permanent Resident of the United States or the holder of a valid A-2 Visa: documentary evidence is required;
- Experience in events planning and management would be an asset.

The successful candidate will be required to provide a Police Certificate of Character or its equivalent. He/She will also be required to meet the requirements of an Embassy security clearance.

Applications should be submitted to:
The Head of Chancery
Embassy of the Republic of Trinidad and Tobago
1708 Massachusetts Avenue N.W.,
Washington, D.C., 20036

By the deadline date of October 31, 2022.

Alternatively, applications can be emailed to embdcinfo@foreign.gov.tt

Unsuitable/late applications will not be acknowledged