

ADMINISTRATIVE & PROGRAM COORDINATOR

[The Embassy of the Principality of Monaco in Washington, D.C.](#), the primary diplomatic mission of Monaco to the United States and Canada, is currently seeking an organized, motivated and efficient, **French-speaking** professional to join a small team based in a centrally located Washington D.C. office.

DESCRIPTION: The main purpose of this role will be to support the Ambassador and the Deputy Chief of Mission along with the Embassy team by providing creative, effective, and efficient support to the organization and administration of the Chancery and in the execution of the Embassy's priorities.

Among other duties, the applicant will be expected to:

- Keeping of office records (correspondence, archives), input and maintain extensive database of Embassy contacts;
- Field Embassy calls in a professional and discreet manner;
- Contribute creative flair/writing skills for official correspondence, composing invitations, social media assistance, etc;
- Provide administrative support for special projects, including assistance as required with [Embassy events](#) and activity planning, including administrative tasks in the run up to and during events and providing on-site logistical support;
- Working closely with colleagues to coordinate and manage large-scale guest lists
- Provide support to the Ambassador, Deputy Chief of Mission, and Government Affairs Liaison in communications with US Government and the Organization of American States, to which Monaco is a Permanent Observer Mission,
- Other duties and special projects as assigned.

ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE:

The applicant must be able to demonstrate superior organizational and time management skills, written and verbal proficiency in French and English, a proven ability to learn quickly and to work well independently and within a team, meet deadlines, and be comfortable managing multiple tasks simultaneously.

- Advanced/professional proficiency in **written and verbal French** (candidate will be tested);
- Fluency in written and verbal English;
- Have at least 3 years of related work experience;
- Office administrative experience, preferably in a government, NGO, or foundation context;
- Experience in an international professional or international academic setting;
- Strong IT skills, particularly with the Microsoft Office Suite; must be adept with various other IT platforms, including web browsers and social media; CRM/database experience would be an asset.
- Possess an aptitude for creativity/design (experience with Adobe and other publishing/media/website content software like Canva would be an advantage);
- High standard of written and oral communication; Good interpersonal skills, in particular with senior interlocutors;
- Ability to work proactively, flexibly and collaboratively with colleagues;

- Have the ability to be discreet and to manage confidential information;
- Possess a Bachelor's degree or equivalent undergraduate degree, or a combination of post-secondary studies and professional experience/training.

PERSONALITY:

The ideal applicant is detail-oriented, team-oriented, highly organized, loyal, discreet, and resourceful, and will possess:

- Professional Integrity, Adaptability and Flexibility;
- Effective interpersonal skills;
- Sound judgment and initiative;

EXPECTED START DATE: Mid-July 2024

WORKING CONDITIONS:

- 37.5 hours/week Monday – Friday, plus additional time as needed for Embassy events outside of standard office hours;
- Warm, multi-lingual and multi-cultural office environment

REMUNERATION: Starting annual salary range is \$59K - \$61K and will be commensurate with skills, experience, and background.

Benefits include excellent health coverage (full medical, generous dental, and vision), paid vacation/annual leave. All U.S. federal holidays and some Monaco official holidays.

**** PLEASE NOTE:** Under U.S. State Department requirements, applicants **must be U.S. citizens, lawful U.S. permanent residents, or have the appropriate authorization for lawful employment in the United States.**

The Embassy of Monaco cannot sponsor work visas/authorization.

This position is based **in Washington, D.C.** Relocation expenses **will not** be covered.

A three to six month trial period will be required.

Resume and cover letter (preferably in PDF format) should be **submitted to recruitment@monacodc.org by APRIL 30TH, 2024.**

Please **no phone calls.** Due to the high volume of resumes we receive, only successful candidates will be contacted.