



Employment Opportunity

The Embassy of the Republic of Poland in Washington, D.C., is seeking candidates for the full-time position of
Press, Media and Public Relations Advisor.

The Advisor's primary objectives are to manage the Embassy's English-language social media channels and to support the Spokesperson in liaising with members of the Polish and American press.

Job description and scope of responsibilities:

- drafting English-language posts for publication on the Embassy's social media channels, including Twitter, Facebook, YouTube and Instagram
- preparing daily U.S. news briefs for internal and external dissemination
- proofreading internally-produced documents for external dissemination
- monitoring the U.S. press for inaccuracies concerning Polish historical memory and other falsities
- drafting English-language newsletters and event invitations for our external audience
- taking photos of Embassy events for publication on our social media channels
- supporting projects managed by other Sections at the Embassy

Requirements and skills:

- minimum BA/BS college-level education
- native proficiency in English
- good command of the Polish language (fluency preferred, but not required)
- good understanding of international politics and government, especially Polish-American political and cultural relations
- social media proficiency (especially Twitter, Facebook, YouTube, and Instagram)
- excellent writing skills
- good command of graphic design programs (preferred, but not required)
- ability to work under time constraints and to quickly communicate official government positions on social media

All interested candidates are requested to submit a curriculum vitae (resume) as well as a short cover letter on how they would best qualify for the position and how they would positively contribute to the Embassy. The recruitment process is at the Embassy's discretion, and will be made up of three stages: a review of written responses; interviews with leading candidates; and final candidacy approval by the Ministry of Foreign Affairs in Warsaw.

Candidates should apply by e-mail to: washington.amb@msz.gov.pl.

Application deadline: September 14, 2022