

**External Relations Assistant – TEMPORARY POSITION (6 MONTHS)
Washington, D.C.**

The United Nations High Commissioner for Refugees (UNHCR) seeks a temporary (6 months) External Relations Assistant to work in its Regional Office in Washington (ROW). The Assistant will support the External/Government Relations unit of ROW and senior ROW management by organizing incoming visits by senior UNHCR officials and by monitoring U.S. legislative and policy developments related to global and domestic refugee/asylum protection. The position requires a team player with excellent writing/communication skills and an understanding of the U.S. policymaking process.

Responsibilities of the Assistant will include:

- Scheduling, organizing, and providing other support for incoming visits to Washington by senior UNHCR officials, which are intended to inform U.S. policymakers about UNHCR's key field operations and global programs. Activities will include managing agendas; drafting meeting request letters; liaising with HQ and field offices on preparations for the visit; compiling/editing background notes, talking points, meeting summaries, and thank-you letters; and working with ROW's Admin unit on other logistical details.
- In conjunction with other ROW colleagues, tracking and monitoring legislation, congressional hearings, and other U.S. policy developments on global, regional, and domestic issues of importance to UNHCR and our populations of concern. As needed, drafting analysis and updates for colleagues to provide to HQ and field offices.
- Supporting ROW staff in preparation for outgoing travel (including congressional staff delegations and other trips facilitated by ROW) by compiling background materials and providing administrative support as needed.
- Providing support to senior ROW management, including by writing/editing updates and other documents for HQ.

Position Requirements:

- University degree in political science, public policy, or related field;
- Strong understanding of U.S. legislative and budget/appropriations process;
- Awareness of U.S. national and local political climate;
- Minimum of 3-5 years of relevant experience in government relations/public affairs;
- Knowledge of humanitarian assistance and/or human rights desirable;
- Excellent oral and written English ability.

APPLICATION DEADLINE: SEPTEMBER 7, 2018

Send cover letter, resume, and references to: usawaadm@unhcr.org

NO PHONE CALLS PLEASE