**Georgia Department of Economic Development**  
**Position Announcement**

<table>
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<tr>
<th>Title:</th>
<th>International Relations Manager</th>
<th>Entry Salary:</th>
<th>$64-$70k commensurate with experience*</th>
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<td>Division:</td>
<td>Commissioner’s Office</td>
<td>Location:</td>
<td>Atlanta</td>
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**Overview, Duties and Responsibilities:**

The Georgia Department of Economic Development (GDEcD) is the state’s sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.

The International Relations team works to elevate Georgia’s international profile, leveraging relationships and interactions at home and around the world to support the state’s various international economic development efforts. This objective is achieved by planning international missions, liaising with the Consular Corps and other foreign offices in Georgia, welcoming visiting delegations, and conducting community outreach and education across the state.

The International Relations Manager will support this mission by:

- **Supporting the Director of International Relations in managing the state’s relationship with the Georgia-based Consular Corps and other foreign governments, including coordinating and staffing regular outreach and marketing events;**
- **Working with other divisions within GDEcD (Global Commerce, International Trade, Tourism, and Marketing) to plan, organize and execute top-level international travel;**
- **Writing, proofreading, editing and producing briefing materials, travel support letters, and various correspondence for elected officials, foreign dignitaries, business executives and community leaders.**
- **Providing administrative and logistical support on in-country logistics and accommodations;**
- **Welcoming foreign business and government delegations as well as dignitaries to the State of Georgia, ensuring that they are connected with the appropriate partners and stakeholders;**
- **Promoting Georgia’s international relations efforts with photos, drafting social media posts, overseeing website updates, and providing newsletter information;**
- **Planning and coordinating community outreach efforts and events to provide protocol and cultural awareness training across Georgia;**
- **Developing a general knowledge about the visa process and international travel procedures, to assist and inform both individuals coming to the U.S. and Americans traveling abroad.**

This position will report to the Director of International Relations.
Minimum Qualifications:

- Bachelor's degree in international relations, business, or closely related field AND 3 years’ experience working in international business, the global nonprofit sector, or a government foreign affairs or economic development agency; OR 1 year of closely related professional level experience in a similar role. 
- Ease with a variety of cross-cultural communication styles
- Excellent verbal and interpersonal communication
- Excellent professional-level writing and editing skills
- A top candidate will:
  - Demonstrate meticulous attention to detail
  - Have the ability to manage multiple projects simultaneously
  - Be an active and supportive member of a small team within a large organization
  - Exhibit self-discipline and initiative

Preferred Qualifications:

- 5+ years’ experience working in international business, the global nonprofit sector, or a government foreign affairs or economic development agency
- Demonstrated success managing high-level and/or international events
- Experience working with economic developers, chambers of commerce, or diplomatic offices
- Experience living or working overseas
- Foreign language ability
- Interest in finding and adopting low-cost technology solutions for protocol and events work, e.g., software for invitations & RSVP, project management, CRM, and event management

Travel Required? Yes, infrequent but typically trips are 5+ days. Less than 15-20% of total time.

Nights, Weekends Required? As necessary

Deadline: Open Until Filled. Resumes will be reviewed as they are received. Apply ASAP, as earlier applicants have a better chance of being interviewed.

Application Instructions: To apply for this position, you must submit your résumé and cover letter (PDF format preferred) via the link on our careers page at https://www.georgia.org/about-us/career-job-search. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

Additional Information for Applicants: All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.

*To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted.

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer