

Major Duties and Responsibilities

Under the direction of the Protocol Assistant:

Assists with preparations for official functions held at the Ambassador's residence, such as: preparing guest lists, extending verbal invitations, preparing written invitation cards and envelopes, preparing VIP access lists, preparing seating plans, croquis cards, place cards, table number cards, table assignment cards, etc.; as well as obtaining and providing to the RSO security information on vehicles, drivers and bodyguards requiring access to the Residence for all VIP's invited to the Residence, Also assists in coordinating GSO and RSO support for these events.

Assists in updating and maintaining computer-based information sources, such as: Official Contacts List, Diplomatic Corps List, Business Contacts, Cultural Contacts, Organizations Contacts, Media Contacts, Social Contacts, etc. Also assists in organizing and filing the vast amount of information needed to maintain the historical files up to date. Also helps maintain diverse logs, such as: Log of Invitations Extended and Received, Log of Appointments, Log of Gifts Received, Log for Gratuities Distributed, Log for Service Providers Used, etc.

Drafts and prepares in final correspondence of a routine nature in English and Spanish for the Ambassador, DCM and Ambassador's spouse.

Helps to schedule and coordinate the Ambassador's spouse's official and social activities. Prepares a daily schedule of activities for the Ambassador's spouse, arranges for official vehicles and drivers for the Ambassador's spouse as needed.

Also assists with the numerous special projects that the Protocol Office is expected to work on throughout the year, such as the 4th of July and End-of-the-Year activities; Special Projects taken on by the Ambassador's spouse; and Embassy participation in annual events such as the Red Cross Fund-Raising Drive, Special Olympics Event, Coneb Fair; etc. as needed.

Carries out routine tasks such as: processing incoming invitations and requests for the Ambassador on the protocol forms, making and receiving calls for the Front Office, accompanying visitors to see the Ambassador and DCM, filing, scanning photos for the contacts files, sending and receiving faxes, preparing signature receipts for correspondence and invitations sent, placing supply orders, filling out vehicle requests and other in-house forms, and obtaining information as requested.

Serves as backup for the Senior Protocol Assistant whenever she is on either Annual or Sick Leave.

Performs other duties as assigned.