



Embassy  
of the Republic of Poland  
in Washington, D.C.

### **Employment Opportunity**

The Embassy of the Republic of Poland in Washington, D.C., is seeking candidates for the full-time position of **Congressional Affairs Liaison Officer.**

The primary objective of the Congressional Affairs Liaison Officer (CALO) will be to facilitate and promote communication between the Polish Embassy and the United States Congress, contributing to a greater awareness of Poland's priorities in its relations with the U.S. The candidate will have an opportunity to meaningfully affect the shaping of Poland-U.S. relations within a bilateral and multilateral context in such areas of Embassy activity as political, economic, defense, cultural, media and public diplomacy.

#### **Job description and scope of responsibilities:**

- analysis, evaluation and reporting of political events in Congress;
- initiating, maintaining, developing direct bipartisan contact with Members of Congress as well as their Staff;
- initiating and maintaining contact with other institutions, including but not limited to, the U.S. Administration, Library of Congress, Congressional Research Service, NGOs, think tanks, as well as within the diplomatic corps in Washington;
- providing suggestions for outreach strategies toward Congress;
- contributing to a positive image of Poland and presenting Poland's narrative during meetings, briefings, seminars and conferences important to Poland's foreign policy priorities;
- participating in projects aimed at developing bilateral and multilateral relations.

#### **Requirements and skills:**

- minimum BA/BS college-level education (Government and Political Studies preferred);
- experience in a congressional work environment (preferred, but not required)
- fluent Polish in speech and writing (preferred, but not required)
- flexible work hours
- spotless reputation
- ability to work under stress and time deadlines

The nature of the position requires intense, dynamic engagement with the Congressional community; thus, the candidate will be expected to spend as much time as possible on the Hill concentrating on providing visibility to issues pertaining to Poland-U.S. relations.

All interested candidates will be requested to submit a curriculum vitae (resume), 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. The chosen candidate will be required to sign a three-month trial contract before signing a full contract, with annual renewal options.

Candidates should apply by e-mail to: [waszyngton.amb.sekretariat@msz.gov.pl](mailto:waszyngton.amb.sekretariat@msz.gov.pl).

Application deadline: April 11, 2021