



**The Embassy of Luxembourg to the USA (Washington D.C.)
is recruiting
1 public affairs officer (m/f)
one-year contract with immediate effect
40 hours/week**

Your duties:

- **Research work**
 - carry out political and economic research work and prepare reports;
 - produce speeches and briefing papers, as well as meeting reports;
 - monitor the press on topics relevant for Luxembourg;
 - help with ad hoc legal issues and follow up relevant US legislative files.
- **Contact Management & Liaison with Congress**
 - organize and manage the Embassy contacts database;
 - develop the embassy's networks by establishing and maintaining contacts with national and international institutions, U.S. administration, civil society and the private sector, as well as with co-accreditation countries (Mexico);
 - develop an outreach strategy to Congress and the US administration;
 - maintain contacts with Luxembourg institutions and agencies.
- **Administration**
 - contribute to the strengthening of the Embassy's institutional memory, especially with regard to archives and contact management (see above);
 - coordinate the Embassy agenda with the rest of the team;
 - carry out miscellaneous administrative tasks.
- **Protocol**
 - propose events and guest lists to further Luxembourg's interests in the US;
 - organize or help organize events and visits: related tasks include program development, invitation creation, event promotion, guest tracking, and event execution.

Your qualifications / requirements:

- You have a minimum of 2-5 years of work experience;
- You are complete fluency in English and French;
- You are authorized to work in the U.S. (citizenship, green-card holder, work-visa);
- You are proficient in information technology, in particular Microsoft Office (Word, Excel, Power Point and Outlook) and photo editing and design software;
- You have excellent administrative and communication skills;
- You are able to work under pressure and to multi-task;
- You are able to work independently as well as part of a team;
- You are ready to think out of the box and be creative.

What we offer:

- A stimulating working environment in a small team;
- A full-time one-year contract;
- 25 days of paid holiday leave in addition to 11,5 official holidays;
- Medical, optical and dental insurance.

Proposed date of employment: as soon as possible

Please note that the US labor law governs the employment contract.

Interested candidates should submit a detailed resume and a motivation letter with the mention 'Public Affairs Officer' before March 9, 2026 by mail to jenna.liberatore@mae.etat.lu.

Only shortlisted candidates will be invited for a test and/or an interview.