



GRAND DUCHY OF LUXEMBOURG  
Embassy in Washington, D.C.

**The Embassy of Luxembourg to the USA (Washington, D.C.)  
is recruiting  
an economic and trade advisor (m/f)  
permanent contract with immediate effect  
40h/week**

**As an economic and trade advisor your work will include, but is not limited to, the following tasks:**

- Monitor, analyze, and report on both the legislative process and broader policy developments in trade, general economic policy, technology, and industry in the United States (at federal and local levels), as well as, to a lesser extent, in Mexico;
- Provide advice on issues affecting Luxembourg companies operating in the United States and Mexico, and support U.S. and Mexican companies engaging with Luxembourg;
- Contribute to the development of the business network and identify partnership and growth opportunities;
- Participate in external events, meetings, and working groups;
- Prepare briefing materials on economic, trade, technology and industry-related topics;
- Assist in the organization of meetings and visits, including those involving high-level government and business delegations;
- Support the planning and delivery of business-related events.

**Your qualifications / requirements:**

- University degree in economics, finance, law or a related field, a graduate degree is preferred;
- Minimum of 5 years of relevant professional experience (e.g. Capitol Hill, economic policy analysis, think tanks, economic journalism, diplomatic missions, or similar fields);
- Full professional fluency in English, with excellent drafting and communication skills; working knowledge/fluency of French and/or Spanish considered an asset ;
- Must be legally authorized to work in the United States (U.S. citizenship, permanent residency, or valid work visa);
- Strong proficiency in information technology, and latest AI-powered applications, as well as social media;
- Demonstrated ability to work both independently and as part of a team;
- Strong organizational skills, attention to detail, and ability to manage multiple priorities under pressure;
- Flexible, adaptable, and capable of thinking creatively.

**What we offer:**

- A stimulating working environment in a small team;
- A full-time 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 'economic and trade advisor' before June 15, 2026 by mail to [jenna.liberatore@mae.etat.lu](mailto:jenna.liberatore@mae.etat.lu).

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