

6/4/2004 British Information Services (BIS) – Career Opportunity

Job Description/Requirements

British Information Services (BIS), located in New York City, is a British Government Office which provides information about the UK and its policies to the USA on behalf of the British Embassy in Washington.

We seek an experienced PR professional to join our communications team. Reporting to the Director of BIS, you will be responsible for marketing key messages about the UK throughout the US, using both traditional and on-line marketing tools. You will manage the distribution of British government press releases and the placement of press releases and other official stories on the website. There will be exciting opportunities for project work in support of the UK's public diplomacy objectives in the US, such as the current campaign to promote British excellence in Science and Technology.

Requirements: a College degree is required. Must have a minimum of 5 years' experience in media, communications and/or public relations, ideally in a government or not-for-profit environment. Experience of online direct marketing and optimisation techniques desirable. Knowledge of the UK a plus. Excellent written and oral skills required, as well as staff management and a proven ability at delivering results working with cross-department and cross-functional teams. Salary in the range of \$55,000–60,000 a year commensurate with experience, with a comprehensive benefits program.

Visit our website at: www.britainUSA.com

Closing date: 6 July 2004

Contact details: Resume and covering letter, including salary history, should be sent to Terri Lamon, Head of Human Resources (email: jobs@britainusa.com) by 6 July 2004. Please use this email for any additional questions about the position.