

**Position ID**

E17-15

**Position Title**

International Affairs Fellow

**Office Name**

Office of International Affairs, National Oceanic and Atmospheric Administration

**Portfolio Summary**

As a Fellow in NOAA's Office of International Affairs (OIA), you will join a team of dynamic staff supporting NOAA's international work and its coordination and cooperation with other Federal agencies. General duties will include:

- Contributing to the development of NOAA's international policy positions;
- Gathering and analyzing information both from within NOAA and from external sources; and
- Participating in U.S. Government interagency foreign policy discussions and international negotiations.

OIA is involved in numerous bilateral (e.g. China, Cuba, India, the European Union) and multilateral activities (e.g. United Nations, the Arctic region, the Asia-Pacific region); the Fellow can expect to participate in several of these, including by taking a lead role on some issues. In addition, the Director of International Affairs is regularly called upon to address international policy issues with a quick turnaround, and the Fellow will assist in meeting these requests by pulling together relevant information on NOAA's work, making policy recommendations, and providing written and oral briefings. OIA is also frequently called upon to support NOAA Leadership, including the Under Secretary, in preparation for meetings with foreign counterparts, with which the Fellow will also have the opportunity to engage. Due to the variety of topics handled in OIA and the inherent flexibility of the office, the Fellow will be able to pursue issues of personal interest, work with multiple staff members in addition to office leadership, and develop new skills in a diverse field. The Fellow can expect to successfully complete the following tasks:

- Review and analyze NOAA's international policies and program activities;
- Represent NOAA in interagency meetings;
- Draft and prepare correspondence for the Director of International Affairs and other NOAA leadership;
- Draft policy/topical briefings and NOAA negotiating positions for international multilateral meetings.

**Expertise Desired**

Strong written, verbal, and interpersonal communication skills. Ability to work well under deadlines and in a fast paced environment. Enjoys working in a team environment with an energetic group of colleagues that have a good sense of humor.

**Travel within DC (days per month)**

3-5

**Travel outside DC (days per month)**

0-7

**Accepts Foreign Nationals**

No