

Office of Los Angeles Mayor Eric Garcetti
Position Description & Job Announcement

Position Title: Director of International Relations
Location: Los Angeles, California
Reports to: Deputy Chief of Staff Rick Jacobs

Los Angeles is a global city of unparalleled diversity—where more than 220 languages are spoken and where residents claim more than 150 different countries of origin. We are the Western capital of the United States, the Eastern capital of the Pacific Rim, and the Northern capital of Latin America. In addition, as a former international relations professor with travel and work experience in more than 80 countries, Mayor Garcetti brings a distinctly global perspective to his leadership of the City.

Mayor Garcetti is seeking a Director of International Relations to serve as his point person for international and diplomatic engagement, and to fulfill the event and hospitality functions traditionally performed by a Chief of Protocol. The Director will act as the Mayor's liaison to the diplomatic community, State Department, and foreign governments; an internal coordinator of events and communications on international issues; a resource for mayoral and City staff on questions of international affairs; and a key planner and executor of the Mayor's trade missions, travel, and meetings with foreign officials and entities.

- **Responsibilities**

- Advise the Mayor and senior staff on interactions with foreign governments, consulates, and delegations.
- Represent the Mayor at key meetings and events with individuals, organizations, and businesses from the international and diplomatic communities.
- Serve as chief of protocol for all interactions by the Mayor or his representatives with dignitaries, including domestic officials of particular importance. This includes coordinating gifts, hospitality, and logistics, and providing briefings on customs and cultural details.
- In coordination with international trade team, plan and execute trade missions and other international travel by the Mayor.
- Act as the Mayor's personal representative and liaison to the Consular Corps, and responds to requests, inquiries, and invitations on the Mayor's behalf.
- Provide guidance to the diplomatic and consular community on City-related issues, including navigating City departments, assisting with City services, and responding to emergency situations involving foreign nationals.
- Suggest, select, purchase, deliver, and track official gifts given by the Mayor, First Lady, and their representatives, and track those received.
- Facilitate sharing of best practices with foreign governments, including tracking memoranda of understanding and other formalized partnerships and coordinating with the relevant policy shops.
- Coordinate with local, state, and federal governments (including City Council and City agencies) as needed, including on relevant events with international aspects not involving the Mayor.

- **Qualifications & Experience**

- Bachelor's degree in relevant field such as international relations, foreign affairs, public policy, or international economics; Master's degree preferred
- Minimum of 5 years of work experience in the fields of international affairs and/or foreign policy (domestically or abroad)
- Strong knowledge of issues of diplomacy, international relations, economics and engagement with current geopolitical developments

- Knowledge of and experience with issues related to Los Angeles economy and culture preferred
- **Skills**
 - Project management, including logistics-intensive special events and trips.
 - Fostering and maintaining relationships with diverse groups and individuals of a wide variety of backgrounds and cultures.
 - High attention to detail with regard to issues of international protocol and custom.
 - Capacity to anticipate eventualities and needs, and respond to unexpected situations.
 - Willing to perform range of administrative and logistical tasks when needed.
 - Demonstrates grace and comfort in all social situations.
 - Excellent communication and interpersonal skills.
 - Ability to work independently, while successfully collaborating with and supporting colleagues.
 - Fluency in second language (especially Spanish or Mandarin) strongly preferred.

Salary will be commensurate with experience. Interested candidates should submit a resume and cover letter to Jonathan Yang at jonathan.yang@lacity.org. The position will remain open until filled.

Highlights – Mayor Eric Garcetti’s Global Engagement and Vision

- **International Trade Missions Since Taking Office**
 - Mexico – Mar. 2-5, 2014
 - 27-member delegation
 - Meeting with President Enrique Peña Nieto
 - Number of meetings with high-level government ministers, business executives, and senior officials
 - Asia – Nov. 15-26, 2014
 - 12-day trip to China, South Korea, and Japan – L.A.’s number one, two, and three trading partners
 - Stops in Guangzhou, Shenzhen, Shanghai, and Beijing, China; Seoul, South Korea; and Tokyo, Japan
 - Conducted meetings with senior government officials as well as private sector and civic leaders, addressing issues of trade and economic development, tourism, medicine, green technology, climate change, and sustainability

- **U.S.-China Climate Leaders Summit**
 - Hosted historic gathering of Chinese and U.S. national, state/provincial, and city-level leaders in Los Angeles from Sept. 14-16, 2015, garnering global attention and press coverage:
 - Presided over signing of Climate Leaders Declaration – historic accord in which 18 U.S. cities and states joined 11 Chinese cities and provinces in committing to major greenhouse gas reduction or peaking commitments ahead of national goals
 - Held bilateral meetings with State Councilor Yang Jiechi of China as well as Executive Vice Mayor of Beijing and Vice Mayor of Guangzhou
 - Welcomed Vice President Joe Biden and Chinese State Councilor Yang Jiechi as senior national officials at closing ceremony

- **Other Meetings with High-Level Foreign Officials**
 - Heads of State
 - Japanese Prime Minister Shinzo Abe
 - Ghanaian President John Dramani Mahama
 - Government Ministers
 - Mexican Foreign Minister José Antonio Meade Kuribreña
 - UAE Minister of the Economy Sultan Bin Saeed Al Mansoori
 - Australian Communications Minister Malcolm Turnbull
 - Ambassadors
 - Italian Ambassador Claudio Bisogniero
 - Chinese Ambassador Cui Tiankai
 - Mexican Ambassador Eduardo Medina Mora
 - Japanese Ambassador Kenichiro Sasae
 - Former Chinese Ambassador Zhou Wenzhong
 - Australian Ambassador Kim Beazley
 - Others
 - Madame Li, President of the Chinese People's Association for Friendship with Foreign Countries
 - Mayor of Seoul Park Wonsoo
 - Then-Crown Prince Felipe of Spain (now King Felipe VI)



After the Climate Leaders Declaration signing at the U.S.-China Climate Leaders Summit



Bilateral meeting with State Councilor Yang Jiechi at the U.S.-China Climate Leaders Summit



With the Mayors of Guangzhou, China and Auckland, New Zealand



With Councilmembers Buscaino, Bonin, Price, and Cedillo at the Great Wall of China



Welcoming then-Crown Prince Felipe of Spain (now King Felipe VI) to Getty House



Meeting with Mexican President Enrique Peña Nieto in Mexico City