

Nevada Governor's Office of Economic Development



Deputy Director, International Division

Location: Las Vegas, NV

Job Description:

The International Division of the Governor's Office of Economic Development is responsible for generating export growth, matching foreign direct investment with opportunities in Nevada, and enhancing the states international engagement through outbound and inbound trade missions. Ensuring that division sponsored missions and events meet the needs of our constituency (Governor, business community, regional development authorities, etc.) and that participants have a positive experience is a central aspect of the divisions objectives. This position requires a knowledgeable and experienced professional with specific training and work experience in international business.

Duties will include:

- Manage the day to day operations of the division;
- Manage division staff of approximately 3;
- Manage international trade missions: logistics, coordination of delegations, schedules, staff, reporting, and follow-up, and other duties as assigned;
- Provide support to trade mission delegations and ensure that trade mission goals and objectives are achieved and that each delegate has a great experience;
- Manage international representatives, and international business development projects;
- Research assigned topics and prepare briefings for the Director, Executive Director, as needed;
- Travel to domestic and international locations to attend workshops, conferences or training, or to visit clients;
- May require frequent international travel, conference calls, video conference calls, phone calls during non-traditional working hours; work with community leaders, regional development authorities, and a multitude of community organizations on trade-related activities and opportunities; other duties as assigned.

Preferred Knowledge, Skills and Abilities:

- BS or MA in International Relations, Business Administration, or International Business
- Ability to travel internationally without restrictions
- Excellent verbal and written communication skills
- Management experience
- Experience traveling internationally
- Valid U.S. Passport

Salary and Benefits:

\$88,500 annually

This is a full time/non-classified/exempt position. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as a deferred compensation plan are available.

Please note: The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer paid contribution plan is also available at a reduced gross salary.

Supervisor:

Director, International Trade

Location:

This position will be based in Las Vegas, NV

Travel Requirements:

Domestic and International travel is required.

Position Start Date:

December 2015

To Apply:

Please forward resumes to the Nevada Governor's Office of Economic Development
Attn: Michelle Schierholt, 808 West Nye Lane, Carson City, NV 89703
Or via e-mail at mschierholt@diversifynevada.com

Application Deadline:

Resumes will be accepted until the recruitment needs are satisfied.