

# Job postings

**Job Title:** FLEX Internship 2017

**Reports to:** American Councils Country Director; FLEX Program Coordinator and FLEX Alumni Coordinator

**Deadline for application:** October 18, 2017 at 17:00 (Ashgabat time)

Objectives

- Organizing one major FLEX Alumni project per month (major projects are considered at least 4 days and at least 4 hours per day) that follows the Project Design & Management planning guidelines;
- Organizing four minor activities/presentations per month related to the U.S. Culture at the American Corner, American Councils, or IRC;
- Mentoring and assisting in the development of one major project/two presentations each month led by baby FLEX Alumni;
- Preparing Budget for FLEX Alumni projects;

Project Reporting:

- Coordinating with FLEX Alumni, attending their projects, collecting attendance statistics, and other relevant data on activities;
- Taking pictures of FLEX Alumni activities and writing captions for the photos and submit to FLEX Alumni Coordinator/AC Assistant;
- Gathering relevant details, drafting reports, and statistics on these projects and submitting them to supervisor by monthly deadlines;
- Collecting, keeping, and maintaining a bi-weekly record on FLEX Alumni success stories and other reporting;

Support to American Councils Staff:

- Assisting AC Representatives or FLEX Alumni Coordinator in conducting professional development and training projects (i.e. Team-Building, PDM, Professional Skills, Public Speaking, etc...) in their region;
- Research ideas and content for the presentations/activities to be included into the monthly calendars;
- Assisting FLEX Alumni Coordinator/AC Assistant in updating the alumni database;
- Providing logistical support to the American Councils staff/AC Representative
- Assisting in marketing of American Councils and FLEX Alumni

projects; • Assisting American Councils staff in other areas as assigned.

**[Detailed Job Description](#)**