

JOB DESCRIPTION

Job Title: Activity Coordinator's Assistant at Dashoguz American Corner (Part-time Position: June 1, 2021 - August 31, 2021)
Reports to: Dashoguz American Corner (DAC) Activities Coordinator
Issuing Date and Application Deadline: Issue Date: May 11, 2021 Deadline for Application: May 18, 2021

POSITION OVERVIEW

(summarize in 2 – 3 sentences the overall mission of the job)

The part-time Activity Coordinator's Assistant position is designed for alumni of all U.S. Government funded programs who would like to experience working with alumni community and assist the Activity Coordinator in Dashoguz American Corner in organizing virtual activities. This position reports directly to the DAC Activity Coordinator.

OBJECTIVES

(main duties and responsibilities)

- Assist in providing coordination and encouragement to alumni and to volunteers as they plan and execute virtual activities;
- Assist in working with alumni and volunteers to develop proposals and budgets for alumni and other online projects;
- Assisting the DAC Activities Coordinator and EdUSA Adviser in developing the monthly virtual events calendar, based on audience, visitors and alumni interests;
- Assist in maintaining regular contact by telephone with alumni in your region and informing them about scheduled virtual events in Dashoguz and elsewhere in Turkmenistan;
- Assist in reporting on alumni news for posting on the American Councils web site and other publications;
- Assist in actively gathering information about alumni successes for the monthly report;
- Assist in writing highlights on all virtual activities to be submitted to the American Corner Manager after each virtual session;
- Assisting the DAC Activity Coordinator and EdUSA Adviser with other duties, as necessary.

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Required Skills and Competencies:

- Candidates should be mature and energetic individuals with a professional attitude, highly organized, and possess strong verbal and written communications skills in English and Turkmen/Russian;
- Good knowledge of the U.S. Culture and U.S. higher education system (personal U.S. education experience is preferred);
- Strong activity planning and organizing skills, as well as writing, communication, cross-cultural, and interpersonal skills;
- Ability to work in a team;
- Be punctual.

Education and Experience:

- Successfully participated in and completed a U.S. Government (USG) funded program;
- Turkmen citizenship;
- Experience in activity/project organization;
- Previous experience in Alumni activities;
- Skills and ability to organize, encourage, inspire, and motivate peers;
- Creativity, initiative, and problem-solving skills;
- Computer skills: MS Programs, Google Meet, Zoom, IMO.

About American Councils and Employment Benefits:

American Councils is a legal entity in Turkmenistan under the Foreign Assistance Agreement between the governments of the United States and Turkmenistan with the purpose of implementing U.S. Embassy education and cultural exchange programs in Turkmenistan. American Councils maintains a friendly, informal office environment. For further information, please call (+993-12) 36-90-16.

Application instructions:

To apply, send your (1)Resume/CV and (2)Cover Letter with indicated expected salary to the following e-mail: acdashoguz@americancouncilstm.org. Please indicate the name of the position in your application and email. Please note that only top candidates with complete applications will be invited for an interview.

Application deadline:

May 18, 2021