
Turkmenabat American Corner Assistant Position position. Turkmenabat, Turkmenistan.

Issue Date: 2024-03-13

Deadline for Application: 2024-03-24 by 17:30 pm.

Position type: Temporary Full-Time

Position Description

SUMMARY

The Turkmenabat American Corner (TAC) Assistant is a temporary position, starting from April 1st, 2024 through July 31st, 2024, for someone who would like to gain experience planning and implementing activities, working with alumni of U.S. Government-funded programs and volunteers; and assisting the TAC Activity Coordinator and EdUSA Adviser with overall responsibilities at TAC. This position reports directly to the TAC Activity Coordinator. The job is great for someone who has project organization experience and enjoys a fast-paced, challenging work environment.

RESPONSIBILITIES

- Assist in providing coordination and encouragement to alumni and volunteers as they plan execute activities;
- Work with alumni and volunteers to develop proposals and budgets for alumni and other projects;
- Assist in organizing monthly alumni and volunteer meetings;
- Assisting the TAC Activity Coordinator and EdUSA Adviser in developing the monthly virtual events calendar, based on audience, visitor, and alumni interests;
- Assist in design and release of the monthly calendars in three languages (English, Turkmen and Russian);
- Assist in writing monthly reports on alumni activities;
- Assist in writing weekly highlights on all activities;
- Maintain regular contact by telephone with alumni in your region and inform them about scheduled events in Turkmenabat, Ashgabat, and elsewhere in Turkmenistan;
- Assist in reporting on alumni news and actively gathering information about alumni successes for the monthly reports;
- Assist in writing highlights on all activities;
- Engage the public in emerging technologies, including 3D printing and basic robotics;
- Maintain the TAC library (register patrons);
- Assist the TAC Activity Coordinator and EdUSA Adviser with other duties, as necessary;
- Perform other related duties as required and assigned by your supervisor, the Country Director, and

American Corners Grant Manager.

QUALIFICATIONS

- Candidates should be mature individuals with a professional attitude, possess strong verbal and written communications skills in Turkmen, English, and Russian, as well as be highly organized and personable;
- Good knowledge of U.S. culture and U.S. higher education system (experience participating in it preferred);
- Strong writing, communication, cross-cultural, and interpersonal skills;
- Experience with online and digital technologies preferred;
- Experience in activity/project organization;
- Previous experience in Alumni activities preferred;
- Strong leadership skills and ability to organize, encourage, inspire, and motivate peers;
- Creativity, initiative, and problem-solving skills;
- Ability to manage time, abide by rules, demonstrate accountability, and understand the need for quality in work;
- Computer skills, including strong knowledge of Word, Excel, and Power Point;
- Ability to work with a team;
- Turkmen citizenship.

In general, all American Councils staff members are expected to support a positive, team atmosphere and step outside of their formal roles from time-to-time to support the organization, special initiatives, or individual programs when needed.

APPLICATION INSTRUCTIONS

A complete application must include:

1. Resume/CV;
2. Cover Letter highlighting motivation for the position and expected salary;
3. A list of previous alumni projects completed in Turkmenistan (if alumni applicant.)

Please email applications to jobs@americancouncilstm.org indicating "Turkmenabat American Corner Assistant Position position" in the subject line of your email.

The application should be received not later than 2024-03-24 by 17:30 pm.

For information, please call (993-63) 50-20-36 or visit our website at <https://americancouncilstm.org/>

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 US Embassy education and cultural exchange programs in Turkmenistan.