



***EducationUSA Outreach Coordinator***  
***EducationUSA Advising Center, Kyiv, Ukraine***

**POSITION CLOSED:** November 16, 2018

**SUMMARY:** Kyiv office of American Councils for International Education: ACTR/ACCELS (American Councils) is currently seeking a reliable candidate to fill the position of EducationUSA Outreach Coordinator.

EducationUSA Outreach Coordinator reports to the EAC Senior Adviser and the American Councils Country Director. The incumbent works alongside the EAC staff in Kyiv and Program Managers in Washington, D.C. is a full-time (40-hours per week) term position through September 30, 2019; extension beyond September 2019 is subject to funding availability.

**RESPONSIBILITIES:**

- Maintaining virtual and in-person outreach projects including travel to different regions of Ukraine.
- Managing EducationUSA Ambassadors programming and supporting their outreach activities.
- Developing and maintaining contacts with outreach stakeholders including American Corners, youth centers, local schools and universities, businesses, etc.
- Performing data collection on outreach participants and maintaining data bases with appropriate information on users of EducationUSA services.
- Maintaining regular communication with American Councils offices, Country Coordinator at the U.S. Embassy, and the Regional Educational Advising Coordinator.
- Assisting during planning and implementation of all Educational Advising Center (EAC) annual events, such as U.S. Education Fairs, International Education Week, Alumni Fair, Pre-departure Orientation, and others.
- Conducting virtual and in-person presentations on application process to U.S. colleges and universities, as assigned.
- Provide full support to EAC Senior Adviser upon request.
- Adhere to all American policies and guidelines as set forth by the Country Director and D.C. office.

**QUALIFICATIONS:**

- Bachelor's degree or equivalent in Education or Communications or a relevant field.
- Verbal and written fluency in English and Ukrainian. Fluency in Russian is a plus.
- Preference will be given to applicants with experience with the U.S. education system and/or U.S. Department of State educational exchange program(s).
- High level of attention to detail.
- Excellent time management, planning/implementation, analytical, and computer/internet skills.
- Demonstrated commitment to international education and cultural exchange.
- Strong cross-cultural and communication skills.
- Experience in planning conferences, workshops, and other public events.
- Knowledge of U.S. and Ukrainian education systems.

- Ability to forge and develop connections and work cooperatively with partners and stakeholders from various sectors, including higher education communities, government, and private companies.

**TO APPLY:**

Submit a cover letter with a resume to: [hr@americancouncils.org.ua](mailto:hr@americancouncils.org.ua). Please note the title *Outreach Coordinator* in the Subject line of your message. Submit three reference letters upon request. Deadline for applications submission is November 16, 2018.