

FLEX Travel and Recruitment Assistant Kyiv, Ukraine

POSITION POSTED: May 6, 2019

POSITION CLOSED: **May 24, 2019**

SUMMARY:

The Kyiv office of American Councils for International Education: ACTR/ACCELS (American Councils) is currently seeking a proactive, flexible, and reliable candidate to fill its short-term, full-time FLEX Travel and Recruitment Assistant position. The duties of the FLEX Travel and Recruitment Assistant include, but are not limited to the following: assist students in the hotel and airport in Kyiv in addition to general travel logistics; conduct testing during recruitment trips (extensive travel, frequently on weekends, throughout Ukraine); give presentations in Ukrainian about programs administered by American Councils; organize, test, and interview FLEX program applicants; collect program applications; conduct meetings with parents of FLEX participants; complete various projects and errands as assigned. American Councils will provide specific training for the position. Candidates must attend a mandatory training conference in late August 2019.

QUALIFICATIONS:

- Native Ukrainian; Fluent English;
- Ukrainian – English translation (written and verbal);
- Bachelor's degree;
- Administrative experience; exam proctoring a plus;
- Transportation and event logistics;
- Public speaking;
- Cross-cultural skills;
- Strong written and oral communication skills (English, Ukrainian);
- Ability to commit to the entire term of the position;
- Candidates **MUST** live in Kyiv or close enough to Kyiv to commute to the office daily throughout the term of the position;
- Former USG program experience a plus.

TERM OF APPOINTMENT: June - December 31, 2019

TO APPLY:

Submit a cover **letter**, current **resume** and **salary requirements** to Joseph Bilz, FLEX Program Manager by the closing date listed below, via e-mail: jbilz@americancouncils.org.ua. American Councils will acknowledge receipt of your application by e-mail message. Applications missing one of the 3 elements (**cover letter, resume and salary requirements**) or submitted later than 17:00 on May 24, 2019 will not be considered.

American Councils for International Education: ACTR/ACCELS is a non-profit, educational association and exchange organization devoted to improving education, professional training and research within and regarding Eastern Europe and Eurasia. American Councils administers academic exchange and training programs in virtually all fields; provides educational advising and academic testing services throughout Eastern Europe and Eurasia; and organizes conferences and seminars in the US and abroad for its membership, exchange participants, alumni, and professional groups. In addition, American Councils organizes and administers citizen exchange programs to promote cross-cultural understanding.

The FLEX program established in 1992 is the first large exchange program for secondary school students from the countries of the former Soviet Union. Participants live in American host families and attend American high schools for one academic year. The program was created by the United States Congress in order to extend a hand of friendship from the people of the U.S. to the people of the following countries: Armenia, Azerbaijan, Czechia, Estonia, Georgia, Greece, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Mongolia, Montenegro, Poland, Romania, Serbia, Slovakia, Tajikistan, Turkmenistan and Ukraine. FLEX is fully funded by the U.S. government and is administered by the Bureau of Educational and Cultural Affairs of the U.S. Department of State.