

Program Assistant for Open World Program

Kyiv, Ukraine

Position Description:

AMERICAN COUNCILS FOR INTERNATIONAL EDUCATION: ACTR/ACCELS

SEEKS A QUALIFIED CANDIDATE FOR THE POSITION OF:

OPEN WORLD PROGRAM ASSISTANT, KYIV, UKRAINE

SUMMARY:

The Open World Program is funded by the Open World Leadership Center at the Library of Congress. The program, through travel of delegations to the U.S., aims to increase mutual understanding between the U.S. and target countries; to provide exposure to U.S. democratic institutions, the U.S. political system, and public-private partnerships and inter-relationships; and to form the basis for a continuing dialogue for future cooperation. The Program Assistant serves to assist on program matters, and will help in implementing the nomination, application and selection process and oversee logistics for participant program enrollment and travel. The Open World Assistant also assists in administrative duties as necessary.

This position is temporary full-time and reports to the Open World Program Coordinator and Country Director. The one year contract is a subject to renewal depending on funding available.

RESPONSIBILITIES:

- Process and track incoming program applications and prepare applications for data processing
- Track applicant status and perform notification
- Collect documents and procure visas
- Assist in coordinating in-country logistics
- Provide support to visiting program staff
- Respond to requests for information
- Assist in activities for program alumni

QUALIFICATIONS:

- Higher education (Bachelor degree or higher)
- Strong writing and communication skills
- Strong English and Ukrainian
- Demonstrated organizational ability and attention to detail
- Demonstrated problem-solving skills
- Ability to manage multiple priorities quickly and effectively



- Ability to work independently while contributing to an overall team effort
- Proven effectiveness in a cross-cultural work environment
- Effective interpersonal skills
- Strong computer skills

**SEND RESUME AND COVER LETTER TO:
hr@americancouncils.org.ua**

Please mark OW ASSISTANT in the subject line of your e-mail message.

CLOSING DATE: December 13, 2018