

## **Program Coordinator**

### **American Councils for International Education**

### **Bucharest, Romania**

#### **SUMMARY:**

American Councils for International Education administers a number of programs for secondary school students funded by the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State or the US Embassy in Romania.

The Bucharest-based **Program Coordinator** is responsible for implementing various office programs developed in partnership with the US Embassy or other partners. This position reports to the Country Representative in Bucharest, and works in conjunction with program managers in Washington, DC and the US Embassy in Romania. The position is a limited-term, full-time position beginning on February 1<sup>st</sup>, 2018 through April 30<sup>th</sup>, 2018 (3 months). The position is subject to funding approval.

#### **RESPONSIBILITIES:**

- Support Country Representative in coordinating logistics for office programs;
- Promote office programs in Romania by developing an advertising campaign, working with traditional and virtual media, mass mailings, volunteers coordinating etc.;
- Make public presentations, including audio and video interviews;
- Collect and track data, forms and files;
- Extensive travel around Romania to conduct recruitment, including testing of large groups and conducting in-person interviews;
- Process all financial payments regarding the projects in a timely manner;
- Support Country Representative in monitoring outgoing and incoming funds and providing necessary financial reporting and analysis of program expenditures;
- Prepare projects reports for funders;
- Maintain communication with project partners and funders;
- Other tasks regarding administrative aspects of office programs;

### **QUALIFICATIONS:**

- Bachelor's degree in any field;
- Native Romanian, Fluent in English (written & spoken);
- Strong administrative and organization skills;
- Proven experience in budget and project management;
- Excellent attention to details;
- Flexibility to occasionally work on weekends and evenings;
- Flexibility to travel around the country;
- Outstanding time management, team work spirit, organization and planning skills;
- Experience with high school students will be a plus;
- Experience regarding U.S or international programs will be a plus;

### **APPLICATION PROCEDURE:**

Send your resume (in English) and a cover letter (in English as well) to Eliza Chirila, Country Representative, [echirila@americancouncils.eu](mailto:echirila@americancouncils.eu) by the end of January 23<sup>rd</sup>, 2018, 5pm Romanian time.

Each applicant will receive a confirmation email after submitting the application. Selected participants will be invited to an interview.

Final hiring decisions will be made by January 30<sup>th</sup>, 2018.