

## ***FLEX Participant Recruiter Assistant*** ***Kyiv, Ukraine***

**POSITION POSTED: July 13, 2021**

**POSITION CLOSED: July 25, 2021**

### **SUMMARY:**

The Kyiv office of American Councils for International Education: ACTR/ACCELS is currently seeking proactive, flexible and reliable candidates to fill its short-term, full-time FLEX Participant Recruiter Assistant position. Candidates must live in Kyiv or close enough to commute to the office daily throughout the term of the position. The position begins in late August 2021 and will end in February 2022.

The duties of the FLEX Participant Recruiter Assistant include, but are not limited to the following:

- Coordinate and organize recruitment activities according to provided guidelines
- Give presentations in Ukrainian in-person and online, including answering questions from students/parents/teachers
- Interact with local school and Ministry of Education authorities
- Conduct interviews with semi-finalist candidates together with an American recruitment partner
- Complete all reporting and financial reports as assigned
- Assist with online publicity campaign
- Travel throughout Ukraine to conduct recruitment and to conduct publicity outreach events
- Coordinate logistics for program travel
- Program administrative tasks such as evaluation and document review and follow-up
- Complete other duties as assigned.

American Councils will provide specific training for the position. Candidates must attend a mandatory training conference August 23-26, 2021.

### **QUALIFICATIONS:**

- Native Ukrainian, Fluent English
- Ukrainian – English translation (written and verbal)
- Bachelor's degree
- Administrative experience, exam proctoring, application evaluation, or interviewing experience a plus
- Public speaking experience
- Strong written and oral communication skills (English, Ukrainian)
- U.S. experience or familiarity with the FLEX program is preferred.

### **TO APPLY:**

Submit a **cover letter** with a current **resume** and **salary requirements** to Alan Murdock by the closing date listed below, via e-mail: [amurdock@americancouncils.org](mailto:amurdock@americancouncils.org). American Councils will acknowledge receipt of your application by e-mail message. Applications must be submitted no later than July 25, 2021.

**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 U.S. 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, Czech Republic, Estonia, Georgia, Greece, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Mongolia, Montenegro, Poland, Romania, Serbia, Slovakia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan. 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.