



## **Program Coordinator – Exchanges to Internships Program Kyiv, Ukraine**

### **POSITION SUMMARY**

This permanent, full-time position as the Program Coordinator for the Exchanges to Internships program serves as the American Councils program representative and is responsible for all aspects of the program including: recruitment; internship assignments; trainings; grant management; and associated record keeping and reporting. This position requires frequent interaction with Ukrainian government institutions both online and in-person. The Exchanges to Internships program provides semester-long internships for current university students at national level Ministries or City Councils across Ukraine. Interns are selected from a pool of U.S. Government alumni of the FLEX and UGRAD programs. The position is based in Kyiv, Ukraine.

**ANTICIPATED START DATE: November 1, 2021**

### **POSITION RESPONSIBILITIES**

- Publicize and conduct recruitment for applicable USG alumni;
- Liaise with Ukrainian government officials at the national and local levels to identify internship placements;
- Provide support and oversight of both interns and supervisors;
- Organize trainings and conferences for participants;
- Compile success stories and statistics to use in reports submitted to the Embassy;
- Create reference materials for participants and supervisors, including reports and resources for grant projects;
- Complete all document and material processing;
- Approve and track program expenses;
- Administration of grant program including evaluating proposals, providing feedback and oversight, and ensuring compliance with Ukrainian finance regulations;
- Maintain contact with program alumni and develop activities to keep alumni engaged;
- Complete other duties as assigned.

### **QUALIFICATIONS**

- Native Ukrainian, Fluent English;
- Program administration and grant management experience;
- Strong written and oral communication skills (English, Ukrainian);
- Bachelor's degree;
- Familiarity with Microsoft Office;
- Experience interacting with Ukrainian government officials is preferred;
- U.S. experience or familiarity with the FLEX program is preferred.

### **TO APPLY**

Submit a cover letter with a current resume and salary history to the email listed below no later than October 25, 2021. Candidates who are unable to begin on November 1, 2021 should indicate the date they anticipate they could start when submitting application materials.

Mr. Joseph Bilz

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