

FLEX Alumni Coordinator Eastern Ukraine

STATUS: TEMPORARY, PART-TIME

TO APPLY

Please send a resume and cover letter expressing your interest in the position to Nicholas Viggiano (nviggiano@americancouncils.org) by **Sunday, December 5 by 23:59**.

POSITION SUMMARY

The goals of the FLEX alumni program are to maintain long-term communication with program alumni and to encourage alumni to organize and/or engage in activities related to community service, community engagement, English language, American culture, development of personal and professional skills, networking, and other areas that address the needs of alumni and their local communities.

The Alumni Coordinator supports these goals as the primary connection between American Councils and the alumni community, including maintaining up-to-date records of alumni data; regularly sharing opportunities with and creating opportunities for alumni; supporting alumni in organizing activities that address the goals of the alumni program; managing an alumni activities budget; and gathering and sharing information on alumni activities and successes. The Alumni Coordinator is supervised by Nicholas Viggiano, FLEX Program Associate.

POSITION RESPONSIBILITIES

- Providing coordination, support, and encouragement to alumni as they plan and execute alumni activities, including providing assistance to alumni working on grant or other funding proposals
- Developing annual and monthly plans and budgets for alumni activities
- Developing, overseeing and supporting a network of volunteer alumni City and University Representatives
- Leading re-entry seminars for newly returned alumni
- Managing, tracking, and reporting on alumni activities budgets and spending, and handling alumni funds in compliance with local office finance and reporting procedures
- Actively gathering information about and promoting awareness of alumni activities and accomplishments, including submitting timely reports to American Councils, submitting posts for relevant websites and social media, and representing the alumni community at relevant meetings and events
- Maintaining up-to-date alumni contact information in the official American Councils database
- Organizing alumni meetings and actively working to improve communication with alumni and to increase alumni involvement in activities
- Facilitating and promoting employment and career development opportunities for alumni
- Sharing communications from American Councils with all alumni
- Disseminating information about alumni activities to all colleagues in the local American Councils office on a regular basis
- Facilitating alumni engagement with other American Councils programs implemented in the local American Councils office
- Liaising with local Embassy contacts and other local partners or potential partners

QUALIFICATIONS

The successful candidate must fit the following description:

- Successfully participated in the FLEX program
- Actively engaged in FLEX alumni activities
- Able to manage time and tasks effectively and meet deadlines consistently
- Demonstrates professional oral and written communication skills in English and Ukrainian

- Demonstrates leadership ability and experience
- Willing to learn and able to comply with guidelines and procedures, such as for reporting on activities and managing funds
- Comfortable using social media
- Proficient in basic computer skills, including familiarity with Microsoft Office, and comfortable learning new programs

CONDITIONS AND BENEFITS

- Flexible part-time position; 15 hours per week of remote work
- Must be located in the Eastern Ukraine Alumni region, which includes the following regions of Ukraine: Kharkiv, Kherson, Dnipro, Zaporizhzhya, Donetsk, Luhansk, or Sumy
- Initial appointment will be through August 5, 2022, with the possibility of extension for up to one additional year

EQUAL EMPLOYMENT OPPORTUNITY

American Councils is committed to taking affirmative steps to enhance employment opportunities for minorities, women, veterans, and people with disabilities, and strives to ensure that meaningful employment and promotional opportunities are maintained for everyone. American Councils' commitment to equal employment opportunity is based not only on federal requirements, but also on a longstanding commitment to maintaining a diverse workforce reflective of the communities in which we operate.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.