

**Program Assistant – Exchanges to Internships Program
Kyiv, Ukraine**

POSITION SUMMARY:

The Exchanges to Internships (EtoI) program is currently looking for the right person to fill the EtoI Program Assistant position. The candidate will assist the Program Coordinator in all aspects of the program including recruitment, placement, training, alumni activities, grant management, and associated record-keeping and reporting. The Exchanges to Internships program is administered by American Councils for International Education in Ukraine with support from the U.S. Embassy. It provides semester-long internships for current university students, who are alumni of U.S. Government programs, at Ukrainian governmental agencies both on the national and local levels.

This is a part-time, 20 hours a week position. The prospective candidate may work remotely and should be prepared to travel to Kyiv and other locations within Ukraine as required.

POSITION RESPONSIBILITIES:

- Assist with organizational issues pertaining to program activities
- Assist with the maintenance of files and programming information
- Provide support to interns and program alumni
- Maintain contact with program alumni and develop activities to keep alumni engaged
- Maintain the program's social media and conduct public outreach
- Other administrative support duties as assigned

QUALIFICATIONS:

- Native Ukrainian, Fluent English
- Strong communication skills, both written and oral
- Social media & related programs skills (Facebook, Instagram, LinkedIn, Wordpress, Mailchimp, Canva)
- Punctuality
- Ability to travel within Ukraine as needed
- U.S. experience or familiarity with the FLEX program is a plus

TO APPLY:

Submit a cover letter with a current resume by the closing date listed below, via e-mail: ysolodko@americancouncils.org. Please note the title EtoI Program Assistant in the Subject line of your message. Applications must be submitted no later than November 11, 2022, by 5.59 p.m. Kyiv time.