



# Vacancy Announcement

## United States Peace Corps in Belize

**Position Title:** Rural Family Health Programming and Training Assistant

**Position Summary:** The Rural Family Health Project Programming and Training Assistant (PTA) serves as a qualified professional responsible for providing programming, training, and administrative support to the Rural Family Health Project. The PTA has three main areas of responsibility: provide program support to 35-40 Volunteers and their host families; assist with the planning, logistics, and implementation of post's 27 month Volunteer training continuum; and provide administrative support to the programming and training teams.

The PTA also assists in coordinating the community development activities of approximately 35-40 Volunteers assigned throughout Belize. Duties involve providing technical and cultural assistance, programmatic resources, and guidance concerning the organization's procedures and policies. This individual will work in close partnership with the Program Manager, Programming and Training Specialist, Training Manager, and Host Family Coordinator.

For a complete statement of work, send a request to [Vacancy@bz.peacecorps.gov](mailto:Vacancy@bz.peacecorps.gov).

**Required Education/Experience:**

- Bachelor's degree in a health or development related field, and one year of relevant work experience or an Associate's Degree in a health or development related field with at least three years of relevant work experience.

**Required Knowledge, Skills, and Attitudes:**

- Must have strong interpersonal and communication skills.
- Must be highly organized, flexible and skilled at executing tasks.
- Must work well independently and follow through on assignments.
- Must possess strong IT skills and demonstrate proficiency in Microsoft Office products, including ease in using Microsoft Excel, Microsoft Word and PowerPoint.
- Must have a positive attitude and commit to a high standard of ethical and professional conduct.
- Must be highly reliable, self-motivated, detail oriented, and a quick learner.
- Must be a licensed driver with the ability to operate a standard shift, 4-wheel drive motor vehicle throughout Belize.

**Desired Qualifications:**

- Experience with Maternal, Neonatal and Child Health (MNCH) and Chronic Non-Communicable Diseases (CNCDs).
- Experience in organizing and coordinating events.
- Familiarity with Belizean culture, communities, and geography.
- The ability to identify and respect differences and similarities between U.S. and local cultures.
- Second language proficiency in any of the following: Spanish, Q'eqchi, Garifuna, Creole, or Mopan Maya.

**Position Salary and Position Duration:** Salary negotiable based on our compensation plan and the candidate's salary history, experience and qualifications. One-year contract renewable upon satisfactory performance.

**Application Process/Deadline:** Cover letter and resume are due to Peace Corps by Friday, August 15. Must be a Belizean citizen or possess a valid Belizean work visa in order to apply. The cover letter and resume must contain all the information necessary to show that applicant possesses the education, experience, skills and language abilities to perform this work. Send application documents to: [Vacancy@bz.peacecorps.gov](mailto:Vacancy@bz.peacecorps.gov). Applications received after this date may be considered at the discretion of the Contracting Officer.

**Additional Information:** Visit [www.peacecorps.gov](http://www.peacecorps.gov) or [www.belize.peacecorps.gov](http://www.belize.peacecorps.gov) for information about Peace Corps.