



美中友好志愿者

U.S. – China Friendship Volunteers

December 2014

Program Assistant Statement of Work -- China

Grade Range: 7, 8

To submit an application: Send cover letter and resume to Joanne Moore
jmoore@cn.peacecorps.gov by **Tuesday, January 13, 2015.**

Job Description:

The Program Assistant assists Program Managers, by providing technical, logistical, administrative, and clerical support to Volunteers. The Program Assistant's overall job is to aid the Program Managers in maintaining quality programming and training for the Peace Corps TEFL Education project in China. The Program Assistant serves as the secondary contact for programming and training requirements and procedures for Peace Corps China TEFL Education Volunteers. The Program Assistants must be willing and able to perform all duties listed. While some Program Assistants may develop special areas of expertise, it is expected that all Program Assistants be able to perform all program and training technical, logistical, administrative, and clerical support for Volunteers and office procedures.

Program Support

- Understands and can explain the TEFL program and the Peace Corps programming criteria and philosophy that underlies it.
- Assists Program Managers with all program documentation, project plans, correspondence, and materials. This includes documentation from HQ, Beijing, and all school sites.
- Manages collection, summary, and distribution of all PCV information including VRFs, teaching schedules, check-in letters, DOSs, site guides, Phase II task lists, and other program materials as required. Maintains PCV hard copy and electronic files (e.g., VIDA), both current and archived, as required by Peace Corps and in coordination with Program Managers.
- Manages, maintains, and prepares all documents required for programming and training activities. This includes site visit and site development reports, guidelines for school partners, status reports, and other materials as required.
- Establishes and maintains regular contact with appropriate school site staff (waiban assistants, counterparts, etc.). Performs site visits and site development visits as required.
- Provides input, as requested by the Program Managers, in the preparation and revision of all documents for programming and training activities as needed.
- Participates in the preparation of the PC China Integrated Planning Budget System (IPBS) annual submission.
- Manages, maintains, and develops MRE documentation for programming and training. This includes maintaining data for program evaluation needs, publications such as annual reports, and special data requests from HQ.
- As appropriate, represents Peace Corps China at public events.
- Supports Program Managers as needed.



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Volunteer Support

- Provides technical, logistical, administrative, and clerical assistance to Volunteers via e-mail, phone conversations, or during site visits or appointments in the office.
- In coordination with Program Managers, supports Volunteers in the preparation of proposals for grant applications, secondary projects, and Summer Project planning. When appropriate, provides Volunteers with administrative and technical assistance.
- Assembles detailed site assignment packets with coordination from Program Managers.
- Reviews and supports Peace Corps/China policies in relation to Volunteers. Provides Volunteers with guidance on Peace Corps Policy. Does not interpret policy independently and does not provide preferential treatment to some Volunteers.
- Follows post policies addressing Volunteer safety and security, and provides support and guidance directly to Volunteers in order to help them manage their own safety and security.

Training Support

- With general guidance from the Program Managers and in collaboration with the Training staff, prepares agendas, identifies needed materials for project training events such as PST, IST, MST, and conferences, seminars, and workshops for Volunteers and school partners, and attends activities as required.
- Manages, maintains, and develops MRE documentation for training in collaboration with the Training staff.
- Participates in design and organization of training events, especially Program Managers' sessions, in collaboration with Training staff. Facilitates sessions as appropriate and prepares written session designs for sessions which he/she facilitates.

Administration

- Keeps Program Managers fully informed of any Volunteers who Program Assistant has provided technical or other support as well as those Volunteers who Program Assistant considers may be in need of support.
- Conducts, in coordination with Program Managers, the following administrative and office work as it relates to the program:
 - o Analysis of Volunteers' requests for work related items.
 - o Maintains accurate database of annual leave requests and leave days taken by PCVs.
 - o Prepares Program Managers' site visit schedule and communicates schedule to Volunteers and site schools.
 - o Prepares Vehicle Requests and organizes Program Managers' transportation and lodging needs.
 - o Maintains up-to-date Program Managers' site visit travel schedules on office calendar.
 - o Maintains up-to-date school site and program files.
 - o Organizes mailings and other communications to Volunteers and Chinese partner organizations.
 - o Prepares letters for school sites notifying them of officially approved Volunteer site absences for training events, medevacs, etc.
 - o Maintains accurate Volunteer contact lists.
 - o Maintains accurate and complete Volunteers files, both hardcopy and electronic (e.g., VIDA).
 - o Maintains Volunteer IRC, book records, and orders ICE materials as needed.
 - o Serves as an interpreter/translator. Translates program documents and Volunteer job related materials into English or Chinese.
 - o Makes photocopies, files, does word processing, and answers the phone.
 - o Schedules appointments for Program Managers.
- Performs other duties as assigned by the Program Managers or the Director of Program and Training.



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- May be asked to assist on PC China-wide projects or administrative priorities such as medical inventories or Safety and Security projects or processes.

Qualifications

- A bachelor's degree.
- Ability to communicate fluently in oral /written English.
- Ability to work flexibly and professionally in a busy environment while managing multiple tasks efficiently.
- Experience with office clerical functions, data entry, tracking paperwork and processes, and willingness to be flexible as needs require.
- Ability to complete projects in a timely fashion.
- Computer skills in word processing and spreadsheet applications.
- Experience working with Americans or other foreigners.
- Ability to work with a diverse group of people in an effective and harmonious manner.