

BATUMI AMERICAN CORNER ASSISTANT COORDINATOR

SUMMARY OF WORK

The American Corner Batumi (BAC) is seeking an enthusiastic American Corner Assistant Coordinator to develop and coordinate BAC programs, under the general direction of the American Corner Coordinator.

The Corner is an American-style cultural center and cooperative learning environment designed to increase mutual understanding between Georgia and the United States through programs and resources; a place for events, roundtables, conferences, and gatherings, in both real and virtual space; a resource for U.S. best practices focused on priority themes, including English Language teaching and leadership training.

The Corner offers programs/activities in five core areas: EducationUSA advising, English language learning, cultural and STEM (science, technology, engineering, and math) programs, alumni engagement, and information about the U.S. The Corner also offers resources, such as books, films, games, "Makerspace" equipment, and Internet access.

Successful applicants will be expected to demonstrate the ability to make the Corner a center of creative engagement between Georgians and Americans, a place where innovative and creative activities happen on a regular basis, and where visitors will feel comfortable and welcome. He/she will demonstrate the ability to initiate and sustain a broad program of activities, including but not limited to: student clubs, EducationUSA advising, English language training, film screenings, lectures, workshops and seminars, cultural events, digital engagement, and "Makerspace" activities with a variety of tools and equipment where users can cultivate STEM skills through hands-on learning experiences. The BAC will provide access to creative technology, such as 3D printers, robotics and electronics kits, video and music production tools, e-textiles and much more, and will consist of regular programming for workshops, lectures, and open studios.

The Assistant Coordinator will be responsible for developing and leading programs particularly targeted for students and young professionals in building skills that can lead to educational and job success. This position will also work closely with BAC and Community Development Academy (CDA) coordinators to recruit, train, and manage a diverse group of volunteer mentors for the American Corner, as well as develop and implement community outreach plans to recruit skilled trainers for BAC programs.

As necessary, the Assistant Coordinator will also provide occasional support to the American Corner Coordinator in the promotion of online resources, interactive and Internet-based events, and development of/participation in BAC outreach programming on various cultural issues and topics that reflect the American Corner's mission and goals.

This position is full-time, working on a varying schedule, including evenings and weekends. Applicants should be prepared to dedicate at least two weekends per month to the BAC, with other leave days provided during the week.

The U.S. Embassy Tbilisi will ensure he/she is trained to fulfill the job duties as well as review performance and continuing employability.

EDUCATION, QUALIFICATIONS AND PROFESSIONAL SKILLS

- University degree
- Excellent spoken and written English
- Strong information research skills and creativity
- Excellent computer skills, including ability to use Excel, social media websites, electronic databases, and search engines
- Good communication and customer service skills and desire to interact with patrons and visitors of all ages and backgrounds
- Flexibility and ability to work as part of a team
- Ability to plan, organize, and carry out a wide variety of programs that promote the Corner and its resources to target audiences
- Ability to work in a multi-cultural setting and sensitivity to diverse cultural backgrounds

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- Ability to assess community interest in American topics
- Enthusiasm for American culture and cross-cultural development between the U.S. and Georgia

ADDITIONAL PREFERENCES

- Participation on a U.S. State Department-sponsored exchange program to the U.S.
- English-language teaching experience (particularly with children/teenagers)

ANTICIPATED START DATE

January 4, 2017

ANTICIPATED SALARY

Full-time: 7200\$/year gross salary

HOW TO APPLY

The application packet consists of two parts:

1) Application

Cover letter, resume and the names and contact information for two references.

2) Supplemental Questions

Please respond to the questions below.

1. Do you have experience working with teenagers, students, or young professionals in an informal or formal environment? If so, please describe.
2. Do you have experience with creative technology hardware, software and related tools, such as 3D printers and 3D design software, robotics, e-textiles, animation software, and/or other creative technology tools? If so, please describe.
3. Please describe any projects that best describe your organizational skills.

Please send all above materials by email, addressed to:

Public Affairs Section, U.S. Embassy
AC-Georgia@state.gov

Applications will be accepted until November 19, 2016.