

US Peace Corps/Guatemala seeks to contract a
SMALL GRANTS & COMMUNICATIONS COORDINATOR



Serves as the Small Grants and Communications Coordinator in performing activities to implement, monitor and report on Peace Corps Small Grants funds and production of internal / external reports for the Peace Corps Guatemala as well as being responsible of all public communications and social media for the organization.

Required and Preferred Qualifications:

- a. University studies in Business Administration, International Relations, Development or related field is required
- b. Cross-cultural US/Guatemalan experience is preferred
- c. Minimum three years of professional experience in grants funding program with international organization is preferred
- d. Fluency and ability to communicate in both the written and spoken English and Spanish required
- e. Excellent computer skills (Microsoft Office, Microsoft Outlook, Publisher and Internet Explorer) are required
- f. Excellent interpersonal skills and ability to operate effectively in a team environment and to work efficiently on an independent basis
- g. Ability to take initiative to organize, prioritize, and follow through on work assignments and to deliver high quality work under pressure
- h. Able to drive 4 x 4 vehicles in rural dirt roads is required

Compensation will be negotiated based on salary history and experience, other bonuses to be made in accordance with local labor law. Must be a Guatemalan Citizen or possess a Guatemalan Residency at the time of application. Relocation assistance not offered. Individuals not meeting these basic qualifications do not apply. Please submit, in English and in PDF format: resume (including Guatemalan ID number or residency status), a letter of interest, proof of English proficiency, at least three professional references, and salary history to the following e-mail address hrguatemala@peacecorps.gov, no later than September 2, 2016 and identify your application in the subject as: ***Small Grants & Communications Coordinator.***