



Position Announcement

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

Homestay Coordinator

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The ***Homestay Coordinator*** will work as a member of the Programming & Training Unit supporting the entire Peace Corps Kosovo Program. The Homestay Coordinator will:

- Be the key Peace Corps liaison between Pre-Service Training (PST) and permanent host families
- Identify and prepare host families in majority and minority ethnic communities throughout Kosovo to have American Volunteers living with them (3 months for PST families and 24 months for permanent site families)
- Work with both Volunteers and host families on ensuring a good relationship and cross-cultural understanding
- Troubleshoot issues that arise in the Volunteer-host family relationship, coaching both parties in dealing with the issues

Mandatory Qualifications

Education: University degree

Professional Work Experience: Minimum 3 years' experience working in a program support and/or related capacity

Language: Fluency in Albanian, Serbian and English are required.

Skills and requirements:

- Excellent interpersonal communication and organizational/time management skills.
- Excellent problem-solving skills
- Excellent knowledge of local culture; experience in and knowledge of US culture desired
- Experience working in a cross-cultural setting as a part of an intercultural team.
- Evidence of strong administrative skills.
- Proactive attitude and flexibility.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.

This position begins as a FSN Grade Equivalent 7 with an approximate gross annual salary of €14,810 + benefits.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications and CV by e-mail to kosovopc@peacecorps.gov. The SUBJECT LINE of this email MUST state: **Application for Homestay Coordinator**. Hard copies of applications will not be accepted.

Closing date: applications must be received **no later than midnight September 20, 2015 to be considered**. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.