



## **Volunteer Support Coordinator (VSC)**

The United States Peace Corps – Lesotho is seeking a full-time Volunteer Support Coordinator (VSC). The position is based at Peace Corps in Maseru and reports to the Director of Programming and Training (or designate) and contributes to the smooth and efficient operation of Peace Corps (PC) Lesotho. Due to range of duties required, the incumbent will need an inborn sense of prioritization and organization.

**Function Summary:** The VSC is responsible for helping create a positive culture of strong volunteer support within PC Lesotho, lead staff development efforts on effective Peace Corps Volunteer (PCV) support, and model effective PCV support during site development and site visits to coach and mentor staff in these areas. S/he assists the DPT in providing customer service to volunteers, highlighting and documenting activities and impact, working with Program and Training team staff to mentor them in effective PCV support. S/he contributes to the overall efficiency and quality of operations by being a supportive and cooperative member of the PC Lesotho team as it works to fulfill the vision, goals, and objectives of the Post.

### **Mandatory Qualifications**

- Ability to effectively multi-task and to work in a fast-paced work environment is essential.
- Experience working in a multi-cultural environment.
- Excellent organizational skills.
- Ability to work within and across teams effectively.
- Ability to learn and adapt very quickly.
- Respect confidentiality and handle sensitive information discreetly concerning Peace Corps or its volunteers.
- Solid computer and internet skill is mandatory.

### **Desired Qualifications**

- Bachelor's degree in organizational/international /NGO development, management, communications experience is a plus.
- Familiarity with Peace Corps, or other international Volunteer organization that values cross-cultural collaboration
- Proven ability to work independently with limited supervision.
- Excellent interpersonal communications skills.
- Ability to cultivate contacts and perform training comfortably

Please submit a well written cover letter and your Curriculum Vitae to: Director of Management and Operations, U.S. Peace Corps, 5 Bowker Road, PO Box 554, Maseru or by e-mail to [jobs@ls.peacecorps.gov](mailto:jobs@ls.peacecorps.gov), by **12:00 noon, Friday, February 6, 2015**. Only Lesotho citizens and residents should apply. Also, please know that the U.S. Embassy conducts security background checks before employment can begin.

The United States Peace Corps, an agency of the U.S. government, is the largest non-Basotho development volunteer organization in Lesotho with over 70 Peace Corps Volunteers operating in all 10 districts as teachers, health educators, and co-facilitators of community development. We have been operating in Lesotho for almost 50 years working at various times with the Ministries of Health & Social Welfare, Education, Agriculture, and Gender, Youth, Sports & Recreation, the National AIDS Commission, and many other organizations working to develop the Mountain Kingdom.