



## Program Assistant

### Job Summary:

The Program Assistant provides overarching administrative and technical support for the Program and Training Unit operations. They work closely with the Sector Manager and Regional manager in project planning, implementation and monitoring, volunteer site identification, and volunteer support. The PA for the Children, Youth, and Families project works closely with the Sector Manager to support Peace Corps' Youth project implementation.

### Responsibilities:

- Provides administrative support at a high professional level to Sector Managers (SM), Regional Managers (RM), and the Program and Training Officer.
- Provides additional support to other members of the Peace Corps Program and Training Unit as directed.
- Collaborates with the SM and RM in support of Peace Corps Volunteers in the field.
- Manages information for Volunteer support and management (reports, site identification and development information, etc.) in various databases.
- Maintains strong working relationships with Philippines government agencies, NGOs, and other development partners.
- Assists the SM and RM in identifying and developing volunteer work sites that offer full-time, productive work; community involvement; cultural learning and integration; and safety and security.
- Provides personal and professional support to volunteers.
- Ensures Volunteers are timely and in full compliance with periodic reporting responsibilities.
- Prepares, implements, and tracks budgets.
- Undertakes other projects and actions in support of the Peace Corps Philippines program.

### Required Qualifications:

- At least 2 year(s) of working experience in the related field is required for this position.
- Bachelor of Arts or Bachelor of Science degree in Social Work, Psychology, Community Development, and/or other social development related degree required (or equivalent relevant work experience with at-risk youth).
- Training and or experience in social work, working with at-risk youth, or general youth development desired.
- Project management experience, particularly of Youth projects desired.
- Background or familiarity with the people, programs, organizations and policies related to at-risk Youth issues desired.
- An established professional network within the Youth Sector of the Philippines is highly desirable.



- Self motivated, adaptable to changing situations, and has a strong ability to prioritize.
- Ability to work independently and as part of a team.
- Willingness to travel extensively and frequently throughout the Philippines, up to 20% of time.
- High level skills in planning, organizing, development and management; networking; public speaking; and public relations.
- Ability to maintain high levels of professionalism and confidentiality.
- Ability to communicate successfully (correctly and concisely), both oral and written, in English and Tagalog, across multiple levels of contacts. Ability to speak other languages a plus.
- High level ability in research, data collection, and assessment.
- Practical abilities in the use of MS Office (Outlook, Word, Excel), Power Point, the Internet. Familiarity of data management software a plus.
- Successful experience working with international organizations a plus.
- Previous experience working closely with people from diverse cultures, backgrounds, and perspectives (strongly preferred).

### **Salary:**

Php 451,185/annum (Starting salary), can be negotiated commensurate with experience and salary history.

### **Benefits:**

Medical Insurance, Life Insurance, Retirement Plan, Mid-Year and Annual Bonuses.

### **How to Apply:**

Interested applicants for this position should submit the following for consideration of the application:

1. A cover letter stating why you are qualified for this position and specifically addressing the following points:
  - a. Your experience or potential in networking, alliance building, and public relations; particularly within the Youth Sector.
  - b. Your technical expertise or experience in grassroots Community Development and Youth development.
  - c. Your ability to work independently
  - d. Your ability or potential to design and deliver technical training.
2. A current resume or curriculum vitae with a recent picture
3. Any other documentation (e.g. references, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

Submit application to ( [vacancy@ph.peacecorps.gov](mailto:vacancy@ph.peacecorps.gov))

**Closing Date For This Position: October 10, 2010**