

Position Title: Cultural Affairs Assistant for Alumni Outreach and Programs
Position No.: BLA-710009

13. BASIC FUNCTION OF POSITION

Under the supervision and guidance of the Assistant Cultural Affairs Officer (ACAO) and the Senior Cultural Affairs Advisor, the Cultural Affairs Assistant for Alumni Outreach and Programs is responsible for conceptualizing and implementing programs involving alumni of USG-sponsored exchanges and visits to support Mission goals. She also takes direction from the Cultural Affairs Officer and Public Affairs Officer. The incumbent works closely with the Countrywide Alumni Coordinator in Delhi and maintains links with other Mission India Cultural Affairs Assistants for Alumni Outreach. She maintains knowledge of and contact with alumni of USG-sponsored educational, cultural, and professional exchange programs in the Consular district, and keeps alumni databases updated accordingly. She identifies alumni who can amplify post's messaging; promotes greater contact with and cooperation among alumni; and integrates alumni into post's outreach programs. The Cultural Affairs Assistant for Alumni Outreach and Programs also serves as a Grants Officer Representative (GOR) for grants to alumni.

14. MAJOR DUTIES AND RESPONSIBILITIES (100% of time)

Planning and implementing alumni programs: 40%

- With direction and guidance from the ACAO and Senior Cultural Affairs Advisor, conceptualize, develop the budget for, and execute alumni programs and events that support Mission goals;
- Work closely with the Countrywide Alumni Coordinator in Delhi, other alumni coordinators in Mission India, and the Alumni Affairs Office to remain abreast of alumni activities and to propose alumni programs for funding consideration;
- Recommend alumni to participate in outreach programs and representational events;
- Update and consult the Alumni Outreach Strategy to structure alumni programming;
- Publicize grant opportunities and manage grants to alumni;
- Amplify alumni experiences to broader audiences; and
- Evaluate and report on programs, including via the Mission Activity Tracker.

Nurture relationships with alumni: 25%

- Debrief alumni upon their return from USG-funded programs;
- Participate in pre-departure orientations;
- Create, maintain, and promote country and/or program communities on the post alumni website, social media, and the State Alumni website, and contribute content to the sites;
- Solicit proposals for the Alumni Engagement Innovation Fund;
- Prepare and disseminate information of general interest and details of alumni-specific opportunities to alumni;
- Create opportunities for alumni to help post expand its network of contacts in the district; and
- Assist alumni to network with one another.

Managing Alumni Contact Info:

20%

- Work with the CMD Manager to update and manage alumni contact information in Post, Mission, and Department of State electronic record keeping applications;
- Maintain alumni-related databases that interface with the Department's Education and Cultural Affairs office's Alumni Archive; and
- Coordinate with the USIEF Fulbright Coordinator to receive updated contact records.

Secondary responsibilities:

15%

- Serve as backup to Exchanges Coordinator;
- Participate in strategic planning and section-wide program development conducted by the public affairs section;
- Propose programs and visiting speaker topics that meet Mission goals;
- Establish and maintain close contact with host country civic, political, academic, and business leaders; and
- Other duties as required by Section or Post leadership.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: A university degree in the social sciences, liberal arts, business, education, or international relations is required.
- b. Prior Work Experience: Two years of work experience at an embassy, university, institute, NGO, or comparable institution with progressively responsible experience in programming activities.
- c. Post Entry Training: Post will provide training on USG educational programs and grants.
- d. Language Proficiency: Level IV English (speaking, reading, and writing) and Level III Hindi/Marathi/Gujarati (speaking only).
- e. Job Knowledge: Must understand mission's priorities and how programming and outreach activities can further these goals. Must *also* be intimately familiar with India's government, business, education, cultural, and NGO sectors; as well as issues at the local, consular district level.
- f. Skills and Abilities: Must have the skills and abilities to provide sophisticated programming and outreach activities for a diverse audience of alumni that both advances mission priorities and helps to strengthen the alumni's understanding of American policies, values, and society and do so in the most cost-effective manner possible. Must have good computer skills i.e. Microsoft Word, Excel, and PowerPoint.

16. POSITION ELEMENT

- a. Supervision Received: Incumbent works independently under the supervision of the American officer and the FSN Supervisor responsible for Exchanges, and is indirectly supervised by the Country Alumni Coordinator in New Delhi. Maintains an advisory relationship with the Consulate PAO and CAO. Incumbent's performance is rated by the Senior Cultural Affairs Advisor and reviewed by the Assistant Cultural Affairs Officer.
- b. Supervision Exercised: Depending on the program or event, the Cultural Affairs Specialist for Alumni Outreach and Programs will supervise other FSNs involved with it.
- c. Available Guidelines: Guidelines and guidance relating to grants are available via manuals, websites, and in the person of the Grants Coordinator. Guidelines regarding certain technical and logistical aspects of programs and outreach activities are available via manuals and websites.
- d. Exercise of Judgment: High degree of personal judgment is required for advisory capacity and program development within policy guidelines. The Consulate ACAO,

CAO, and PAO and other American officers must be able to trust the incumbent's judgment on public diplomacy initiatives in the local context.

- e. Authority to Make Commitments: Authorized to make commitments within broad guidelines for program implementation. Authorizes payments within general policy guidelines.
- f. Nature, Level, and Purpose of Contacts: Maintains contact at the highest levels in state and local governments within the consular district. Interacts regularly with universities, colleges, think tanks, major Indian political parties, and the NGO community in the consular district. Interacts with other elements of the Consulate for the enhancement of Mission goals to ensure effective coordinated strategies. Uses contacts to facilitate implementation of public affairs programs as well as to create better understanding of American society and culture and USG policies.
- g. Time Expected to Reach Full Performance Level: One year.