



GLOBAL EMPLOYMENT INITIATIVE

Regional Global Employment Advisor, South America

Introduction

The U.S. Department of State Family Liaison Office (FLO) has an immediate requirement for a part-time, home-office-based contractor to provide the program management support services defined by this document.

Background

The Family Liaison Office's mission is to improve the quality of life for Foreign Service families serving abroad by identifying concerns, advocating for solutions, providing client services, and managing the worldwide Community Liaison Office (CLO) program. Our major areas of interest are Family Member Employment, Education and Youth, and Support Services for those experiencing personal or post crises. We deliver services in these areas through individual counseling, training and presentations, publications, and the CLO program. The Family Liaison Office has established the Global Employment Initiative (GEI) to assist Foreign Service family members in seeking employment. Regional Global Employment Advisors (GEAs) support family members in their quest to find meaningful career development opportunities. Below is a description of essential functions of a Regional GEA.

Regional Global Employment Advisor (GEA):

The Regional Global Employment Advisor (GEA) is responsible for providing a variety of services to assist spouses and family members of direct-hire U.S. government employees serving overseas as they explore employment and professional development options. They provide resources, guidance and facilitate skills development through email, in-person and virtual meetings via Skype or phone and workshops in-person and via DVC or webinar.

The Regional GEA reports to the Global Employment Initiative (GEI) Program Officer in FLO. The work week will normally be 24 hours, and each individual GEA work schedule will be determined by FLO. Weekend work and scheduled additional hours may be required, especially during periods of travel.

Duties:

1. Provide Foreign Service family members individual client counseling in person and/or through electronic communication in order to assist in the job search process. Be aware of and sensitive to the employment issues faced by those engaged in a mobile lifestyle. Provide feedback and advice on ways to improve candidate marketability through delivery of in-person workshops and webinars addressing issues such as resume writing, networking, interviewing skills, and drafting acceptable cover letters. Help clients explore potential career development options via skills assessment and other tools.

2. Develop, build, and maintain a regional network of contacts at American Chambers of Commerce, local and regional recruiters, as well as employers who may be interested in hiring Foreign Service family members (e.g., local and international businesses, consulting firms and NGOs). Develop, build and maintain contacts with officials from the diplomatic community, including U.S. Economic, Commercial and Public Affairs Officers, who may have contacts outside the mission as well as other agencies who may employ our family members (e.g., USAID, U.S. Foreign Commercial Service).
3. In countries where there is no bilateral work agreement or de facto arrangement and/or for clients who may not speak the local language, provide information and support on teleworking, self-employment options, strategic volunteering and continuing education.
4. Maintain regular communication with clients regarding their participation in the GEA program to provide encouragement and for FLO tracking requirements.
5. Brief prospective and in-coming family members regarding employment options.
6. As GEI budget allows (and, as determined in coordination with the Employment Program Officer), travel to larger posts (i.e., those with over 50 family members) to build relationships with the family members, CLO, U.S. Embassy personnel, and business community to promote GEI services. Annual travel requirement typically will include 5-7 three-day trips which could be combined.
7. Communicate regularly with U.S. Embassy Human Resource Officers regarding availability of jobs within the mission, as well as information and requirements of local labor laws and the work permit process.
8. Coordinate and work regularly with the CLOs to maximize communication with family members through electronic communication, meetings, orientation program and social activities as appropriate.
9. Communicate bi-annually with the Management Officer and Deputy Chief of Mission regarding in-country family member employment trends and status.
10. Administer ongoing marketing program to promote the features and benefits of the GEI program to clients.
11. Create and maintain the following databases as a job aid –
 - (a) potential employers on the local economy by country;
 - (b) list services and job search sites related to employment in your region and/or by country;
and
 - (c) volunteer opportunities throughout the expatriate community, NGOs, and mission by country.
 - (d) Share this data annually, and upon request, with the FLO Employment Program Officer
12. Produce, edit, or update FLO employment publications/resources as requested.
13. Prepare monthly and other reports, as required.

Basic Qualifications

- Must be able to work legally in Panama.
- Must have experience living and working in the United States.
- Fluent in English and Spanish.

Knowledge Required:

- Knowledge of working on the local economy as an expatriate and ability to coach clients concerning work on the local economy.
- Knowledge of basic cultural features and differences in the region, especially as these differences relate to the workplace.
- Familiarity with non-government and private sector employment and local and international employment trends, practices, and local organizational structures.

Skills Required:

- Excellent written and spoken communication ability.
- Ability to present information clearly in individual, group, and virtual settings.
- Experience designing and delivering training workshops.
- Ability to develop and maintain a network of contacts.
- Skill in writing cover letters and resumes using the latest formats.
- Ability to empathize and provide thoughtful support to people from a variety of backgrounds and experiences.
- Ability to plan and prioritize work and to work independently with little to no supervision.
- Ability to be a team player and develop strong working relationships with post management, the Community Liaison Officer, FLO, the GEA team, clients, and other contacts.
- Ability to use spreadsheets, presentation graphics, word processing and Skype.
- Ability to research job opportunities and contacts through the internet and LinkedIn.
- Excellent customer service and problem-solving skills.
- Ability to market the GEI program to embassy family members and potential employers and to develop and maintain a contact data base.

Preferred Knowledge and Skills:

- Counseling/life coaching experience.
- Knowledge of or membership in business associations within the region.

Please send your resume and cover letter detailing why you should be selected for this position to jobs@atsgcorp.com. The subject line should read "Regional GEA". Applications must be received by COB **April 17, 2015**.