

Major Duties and Responsibilities

a) English Language Programs (65%)

Serves as Post's main liaison to the Regional English Language Officer (RELO) providing essential information on Paraguay's English teaching landscape, local partners, and program and curriculum development and administration. Helps RELO optimize English language material and resource disbursement. Maintains high level contacts at the Ministry of Education, binational centers, universities, and institutes to further English language learning. Serves as main point of contact for local English teacher professional development associations such as PARATESOL.

Oversees and implements Post's EL Scholarships and all online English language learning programs. Works with PD team, grant recipients, local partners and Washington to ensure that Post offers a variety of scholarship programs and targets underserved youth maintaining ethnic and geographical diversity. Works closely with section management to ensure goals in MSRP related to scholarships and English language learning are met or exceeded. Specific tasks also include: working with educational service providers to formulate scholarship programs, obtaining cost-sharing from the private sector, and program promotion. Incumbent also oversees scholarship program administration including candidate recruitment, selection, matriculation and graduation.

Manages the English Language Fellow and Specialist Program and other programs that bring U.S. English teachers and experts to Paraguay. Responsibilities include identifying and building relations with English teaching institutions as perspective hosts, developing project proposals with those institutions, advising the A/PAO and PAO on candidate selection, and providing orientation, support and guidance to visiting fellows, specialists, or experts. Coordinates and administers EL Teacher Training Exchanges that send Paraguayan teachers to the U.S. for short or long term training.

b) Youth Programs (15%)

Oversees Post's Youth Ambassadors (YA) program. Works with PD team, Washington, and the local chapter of the local implementing partner to ensure grant conditions are met. Ensures appropriate administration and embassy involvement in program promotion, candidate selection, and program activities. Recommends staffing changes to implementing partner as needed. Coordinates the activities and procedures Post's Youth Council. Implements related youth initiatives such as award ceremonies, tech and innovation competitions, online activities, fairs, workshops and conferences that engage and empower youth.

c) Educational Advising (10%)

Coordinates the activities of the Education USA (EdUSA) advising center and carries out other initiatives to maximize Paraguayan enrollment in U.S. institutions of higher learning. Serves as mentor and liaison to the EdUSA advisors. Ensures advising centers offer full range of services including school selection, application support, test preparation, and matriculation. Oversees administration of DOS Opportunity Funds program. Under guidance of senior Cultural Affairs Assistant, implements alumni programs, grants and outreach.

d) Other Duties (10%)

Develops and implements cultural programs in the fine and performing arts as needed.
Completes other tasks as needed.