

**U.S. EMBASSY RECREATION ASSOCIATION (USERA)**  
**U.S. Consulate General, Dhahran, Saudi Arabia**  
**GENERAL MANAGER**  
**Position Description**

USERA Dhahran seeks to hire a qualified, responsible, enthusiastic candidate for the position of General Manager.

This position reports to the Board of Directors and is responsible for providing services to benefit the employees of the U.S. Consulate-General, Dhahran. The position is for a part-time, hourly employee.

Primary duties and responsibilities include:

- Plan for and manage USERA activities and services, including but not limited to special community events, children's programs, member activities, facilities and equipment, and retail sales.
- Supervise USERA staff and contractors, including workflows, schedules and performance. Interview applicants and make hiring recommendations to the board. Prepare contracts and ensure they are updated as required. Work closely with other direct reports to the Board, if applicable, on USERA programs and activities.
- Oversee the work of accounting staff, review monthly financials, prepare an annual budget for Board approval, and ensure State Department reporting requirements are met. Make recommendations to the Board to ensure profitable operations.
- Report to the Board of Directors monthly or as needed. Propose changes in staffing, program administration, policies, services or activities for the Board's approval, as needed to support the needs of the membership.
- Maintain outstanding relationships with membership, collaborate with key offices at the Consulate, and support the overall community morale.
- In the conduct of all USERA activities, ensure compliance with State Department regulations and sound management practices as outlined in guidance provided by The Department of State's Office of Commissary and Recreation Affairs.
- Additional responsibilities may be available to candidates under Chief of Mission authority.

Desired qualifications include:

- A college degree or equivalent experience.
- Experience managing a business, nonprofit or community organization, including financial responsibility, staff management, marketing and communications, etc.
- Paid or volunteer experience with event planning, children's programs, and other activities as described above.
- Knowledge of local and expat resources in the Eastern Province.
- Understanding of the U.S. Consulate community, and ability to work in a U.S. government environment.

- Ability to pass screening conducted by the Consulate's Regional Security Office.

Interested candidates should submit resumes, letters of interest, and salary requirements to [useradhahranksa@gmail.com](mailto:useradhahranksa@gmail.com) by **May 20, 2016**.