



**PUBLIC AFFAIRS SECTION  
EMBASSY OF THE UNITED STATES OF AMERICA**

**ВІДДІЛ ПРЕСИ, ОСВІТИ І КУЛЬТУРИ  
ПОСОЛЬСТВО СПОЛУЧЕНИХ ШТАТІВ АМЕРИКИ**

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**September 3, 2014**

**KYIV AMERICAN CENTER DIRECTOR: LEADING THE USG'S PREMIER  
OUTREACH VENUE IN UKRAINE**

The U.S. Embassy in Ukraine invites U.S. non-governmental organizations registered in Ukraine and familiar with U.S. government public diplomacy programs and goals to submit proposals to provide a director for its new American Center in Kyiv. The state-of-the-art facility will be the Embassy's premier outreach venue, encouraging face-to-face and virtual interaction to enhance mutual understanding between Americans and Ukrainians. The Center will underscore the U.S.'s continued robust commitment to the Ukrainian people and increase the visibility and effectiveness of U.S. public diplomacy programs.

The facility will be:

- A place for events, roundtables, conferences, and gatherings, in both real and virtual space.
- A view into American culture, society, traditions, and ideas.
- A source of information and interaction with the United States, its people, policies, institutions, and programs.
- A Center for Excellence in training and a resource for U.S. best practices focused on priority themes, including English Language teaching and leadership training.
- A Tech Showcase which attracts new audiences by revolving displays and events taking advantage of U.S. innovation and lead in technology.

The center, which is a U.S. government owned facility, is scheduled to open in November 2014 and to offer a full range of programs and activities by April 2015.

The Center Director will:

- Coordinate with U.S. Embassy and other USG personnel in initial setup and opening of the Center.
- Liaise with Embassy contacts and staff of USG-supported initiatives, such as the Student Advising Center, the Alumni Resource Center, the English Teaching

Resource Center, exchange program implementing organizations, and American Spaces coordinators to ensure fair and efficient use of the facility.

- Plan and implement a wide variety of programming at the Center to appeal to diverse Ukrainian audiences, including students, young professionals, and opinion leaders, consistent with program standards and goals established by the U.S. Embassy and Bureau of International Information Programs.
- Develop and implement customer service standards, ensuring that visitors feel welcome and informed about resources and programs available.
- Coordinate with Embassy staff on security standards for visitors and Center staff.

The successful organization will administer the director's salary payments as well as health insurance and other agreed benefits. Embassy Kyiv will coordinate with the American Center Director and ensure he/she is trained to fulfill the job duties as well as review performance and continuing employability.

#### **REQUIRED QUALIFICATIONS**

- Professional fluency in Ukrainian and/or Russian
- Excellent written and verbal English language communication skills
- University degree

#### **PREFERRED QUALIFICATIONS**

- At least five years' experience managing programs, people, and budgets
- Overseas experience

#### **PERIOD OF PERFORMANCE**

- The grant period will be from November 1, 2014 to October 31, 2015.

**MAXIMUM FUNDING AVAILABLE:** \$75,000

**DEADLINE FOR PROPOSALS:** September 15, 2014

#### **HOW TO APPLY:**

Send project proposals marked "American Center Director" electronically to [KyivAmCenter@state.gov](mailto:KyivAmCenter@state.gov). In all correspondence, please refer to the "**Kyiv American Center Director Search.**"

All applicants will be notified by phone or e-mail of their application's receipt.