



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

040

Date: October 16, 2012

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

**SUBJECT: CULTURAL AFFAIRS ASSISTANT (ALUMNI COORDINATOR)
AT PUBLIC AFFAIRS SECTION**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Cultural Affairs Assistant
(Alumni Coordinator)

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-07, FP-07* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Public Affairs Section

OPENING DATE: Immediate

DEADLINE: October 30, 2012 at 6 P.M. Kyiv Time

**FP –07 is subject for confirmation with Washington.*

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Under the general supervision of the Senior Cultural Assistant for Alumni Outreach, the Alumni Outreach Coordinator is responsible for promoting greater contact and cooperation among former participants of USG-sponsored exchange and training programs throughout Ukraine by making the most of the latest online social networking tools. The incumbent also organizes real-world alumni conferences and meetings (especially in the regions), prepares and disseminates news and information of general interest to alumni and other contacts online, and maintains a database of past USG program grantees and other individuals who play an important role in furthering U.S.-Ukrainian cooperation.

MAJOR DUTIES AND RESPONSIBILITIES:

Conducts Outreach to Alumni of USG Exchange Programs 30%

Together with the Senior Cultural Assistant for Alumni Outreach, works closely with other colleagues in the Public Affairs Section (PAS) and the Bureau of Educational & Cultural Affairs (ECA) as well as with other Embassy sections and agencies in order to develop and support alumni activities including conferences, seminars, workshops and other meetings which promote greater contact and cooperation among former participants of USG-sponsored exchange programs. Ensures that USG program alumni are included in Mission programs. As required, travels within Ukraine in order to help support these activities. Coordinates alumni participation in the Windows on America network.

Promotes awareness of alumni accomplishments and encourages professional development through contacts with the media, U.S. and Ukrainian NGOs, government institutions and business associations.

Encourages alumni volunteerism. Works with the Senior Cultural Assistant for Alumni Outreach to plan programs and outreach opportunities at the Alumni Resource Center in Kyiv. Compiles and maintains an Alumni Calendar of Events.

Maintains Regular Online Contact with USG Program Alumni 30%

By using social media tools, listserves, and other online networks and platforms, encourages regular communication and engagement of USG program alumni on Mission priority topics.

Coordinates closely with ECA and contracting organizations to prepare and disseminate USG alumni informational bulletins and newsletters. Solicits contributions from partner organizations, alumni, and PAS staff for the Embassy web site. Encourages alumni to share information on activities in Ukraine through the State Exchange alumni web site.

Maintains an ongoing relationship with former participants of USG-sponsored exchange and training programs and other PAS contacts through the Contact

management database. Closely coordinates the database efforts with ECA offices and local ECA contractors that administer their own databases allowing for easy and frequent distribution of announcements, invitations, news items and other material. Keeps current on latest technologies for contacts management and information dissemination while understanding the needs and communication habits of the USG alumni network.

Develops Online Tools to Engage USG Program Alumni **20%**

In cooperation with the New Media Unit, develops online resources including Facebook, YouTube, and other such tools to engage USG program alumni in order to build online communities and to keep them engaged on issues of importance to the U.S. Mission.

Provides Support for the USG Alumni Small Grants Programs **15%**

Publicizes PAS grant program opportunities and accomplishments through presentations, alumni list serves, and individual consultations. Helps the Senior Cultural Assistant for Alumni Outreach process successful alumni grant proposals, prepares grant documents, negotiates payment schedules, prepares letters, and keeps an accurate record of funds disbursement and accounting reports.

Other Duties as Assigned (including serving as an interpreter and a translator)

5%

REQUIRED QUALIFICATIONS:

EDUCATION:

- University degree in any liberal arts field or in computer science is required.

WORK EXPERIENCE:

- 2 years of relevant professional work experience, including use of social networking for program outreach as well as the ability to use multi-media tools is required.

LANGUAGE:

- Level 4 (fluent) in spoken and written English, Ukrainian and Russian is required as well as excellent English/Ukrainian/Russian translation ability and the ability to draft documents in Ukrainian, Russian and English.

KNOWLEDGE:

- Good understanding of U.S. and Ukrainian educational, political, and cultural structures; working knowledge of USG sponsored exchanges, grants, and training programs.

SKILLS AND ABILITIES:

- Ability to use Microsoft Office and database programs, highly-developed communication skills and ability to plan complex projects from beginning to end are required.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **October 30, 2012**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application.

Candidates who claim U.S. Citizen EFM hiring preference should indicate their EFM status in the application form.

- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: EJohnson – PAS (by e-mail)