Vacant Position: American Corner Coordinator

With the upcoming opening of the American Corner Mahajanga in a new location, the Public Affairs Section (PAS) of the U.S Embassy is seeking an active Coordinator who will manage the American Corner in Mahajanga. The Coordinator will help enhance the mutual understanding between the people of Madagascar and the United States as well as conducting programs related to other strategic themes of the U.S. Mission in Madagascar. The successful candidate will sign a renewal grant with the Public Affairs Section of the U.S. Embassy. The grant will include an annual salary of $6000. This announcement is NOT for a position at the U.S. Embassy.

OPEN TO: All Interested Applicants/All Sources

POSITION: American Corner Coordinator

OPENING DATE: August 17, 2020

CLOSING DATE: September 1, 2020

WORK HOURS: Full time, 40 hours per week

DUTIES AND RESPONSIBILITIES
Under the supervision of the IRC Director, the American Corner Coordinator will:

- Manage the AC on a daily basis (library circulation)
- Open the corner 40 hours per week
- Update the AC Facebook page on a regular basis
- Conduct weekly programs (film screenings, English clubs, speaker programs, virtual program, etc)
- Do regular outreach program to schools/other institutions to promote AC activities
- Write proposal on AC programs, implement those programs and write financial reports related to programs
- Provide regular activity reports for the US Embassy

EDUCATION
Bachelor’s degree is required (preferably in American Studies, English, education, communications, business/management, international relations, finance, or political science)

EXPERIENCE
3 years of work experience in education, office management, business, marketing, or related field

LANGUAGE
Fluent in English and Malagasy (applicants will be tested on their speaking, writing, reading skills)

SKILLS AND ABILITIES
- Must have strong communication skills, public speaking skills, interpersonal skills
- Ability to take initiative and work independently
- ICT skills (word, spreadsheet, PowerPoint, Internet search)
- Customer services skills

APPLICATION PROCEDURES
Please send a cover letter and resume to AllPDNetAntananarivo@state.gov no later than September 1, 2020.