

The Alumni Reunion and Engagement Program Coordinator is responsible for the organization and management of a year-long U.S. Government (USG) alumni reunion and engagement program managed by American Councils with the support of the U.S. Embassy in Bishkek.

The Program Coordinator will be responsible for all organizational and logistical aspects related to the implementation of a USG alumni reunion reception in spring 2018 and ongoing alumni engagement activities throughout 2018, including the launch of an alumni mentorship program and a number of professional networking events. The Program Coordinator will also be responsible for managing the network of USG alumni throughout the Kyrgyz Republic and updating contact information as well as disseminating key program and event information.

PRIMARY RESPONSIBILITIES INCLUDE:

- Managing all organizational and administrative aspects of implementing a large annual alumni reunion event, including logistical support for high level guests;
- Planning and implementing an alumni mentorship program, including organizing the logistics for 2 training conferences and providing ongoing administrative support to ensure the success of the mentorship program;
- Planning and implementing 10 professional networking events in Bishkek and other cities in the Kyrgyz Republic;
- Maintaining and updating contact information for USG program alumni;
- Tracking and communicating successes of USG program alumni;
- Maintaining close, regular and frequent communication with DC Managers, Country Director and other relevant parties on all aspects of program management;
- Maintaining close communication and positive relationships with key program partners;
- Demonstrating positive attitude and is a positive representative of the program with the public;
- Providing monthly financial requests, payment request and financial reports in a timely manner;
- Maintaining orderly records for all aspects of program administration;
- Other duties as required.

QUALIFICATIONS:

- Bachelor's degree;
- Minimum 2-4 years work experience (preferably in an international organization);
- Alumnus/a of a U.S. Government (USG) sponsored program (FLEX, Fulbright, UGRAD, Muskie, Open World, etc.), preferred;
- Effective communication skills, both written and verbal;
- Demonstrated planning and organizational skills, particularly in organizing large-scale public events;
- Ability to multi-task and set priorities while working independently;
- Ability to adhere to multiple deadlines in a high pressure environment;
- Exceptional attention to detail;
- Ability to quickly respond to requests from alumni and key partners;
- Experience in US or internationally funded projects preferred;
- Ability to travel extensively;
- Fluency in English, Russian and Kyrgyz language skills;
- Integrity and a proactive work ethic and positive attitude.

TO APPLY:

Please submit your current CV and cover letter to Sung In Marshall, Country Director at director@americancouncils.kg no later than **Wednesday, December 20**. Interviews will take place on Friday, December 22.