

## **BATUMI AMERICAN CORNER – Assistant Coordinator for Outreach and Programming**

### **SUMMARY OF POSITION**

The Batumi American Corner seeks an enthusiastic, highly motivated, and resourceful Assistant Coordinator for Outreach and Programming to develop and implement engaging activities under the supervision of the American Corner Coordinator.

Located at the Batumi Public Library, the Batumi American Corner is an American-style cultural center and cooperative learning environment whose purpose is to promote mutual understanding between the people of Georgia and of the United States. The Corner pursues this goal by offering engaging programs and providing information resources about the United States. The Corner provides a venue for organizing events, roundtables, conferences, and informal gatherings, in both real and virtual space. The Corner also acts as a resource center for visitors to learn more English Language learning and teaching, leadership, democracy, innovation and entrepreneurship, science and technology, empowerment of women and girls, inclusion of ethnic and religious minorities and people with disabilities, and civic engagement.

The Corner offers programs and activities that promote democracy and civic engagement, economic growth and job creation, environmental stewardship, and the inclusion and empowerment of women, people with disabilities, and religious and ethnic minorities. This includes non-formal English language and STEM programming. The Corner offers resources such as books, films, games, “Makerspace” equipment for groups and individual users, as appropriate. Outreach activities, including ongoing relationships with the American Shelves in Khulo and Ozurgeti, extend the reach of the Batumi American Corner and broaden the audience participating in Corner projects.

Successful applicants for the position of Assistant Coordinator for Outreach and Programming must demonstrate the ability to work collaboratively with staff of the Corner, Library and Embassy to strengthen the Corner as a center of creative and engagement between Georgians and Americans, a place where innovative and creative activities happen on a regular basis, and where a diverse group of visitors will feel welcome and motivated to learn about the United States and American values and policies. Successful applicants will demonstrate the ability to develop and implement a wide range of activities at the same time which promote English language learning, studies of American culture and policy, opportunities to study in the United States, and continued engagement for alumni of U.S. exchange programs.

The Outreach and Programming Coordinator will be responsible for developing, leading, and improving programs primarily targeted at secondary school and university students and young professionals which help them acquire and improve knowledge-based skills necessary for success in their education and gainful employment in Georgia's evolving workforce.

This position is full-time (40 hours a week), including evenings and weekend commitments. The Outreach and Programming Coordinator will be an employee of the Batumi Public Library and will be trained to fulfill the position's required duties both by the Library and the U.S. Embassy in Tbilisi. The position will be funded by the Embassy through a grant. Both the Library and Embassy will review their performance to assess the Assistant Coordinator's suitability for continued employment at the Corner.

### **REQUIRED EDUCATION, QUALIFICATIONS AND PROFESSIONAL SKILLS**

- University degree
- Excellent spoken and written English and Georgian language skills
- High level of enthusiasm, motivation, and resourcefulness, particularly as relates to promoting cross-cultural understanding between Georgians and Americans
- Excellent program planning and implement skills
- Excellent computer skills, including knowledge of Microsoft Office and the ability to use social media platforms and managing virtual programming
- Excellent communication and customer service skills, including a commitment to serve a diverse community of people

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- Flexibility and ability to work as part of a team
- Knowledge of the United States and American values and policies

### **ADDITIONAL EXPERIENCE PREFERRED, BUT NOT REQUIRED**

- Experience studying or participating in exchange programs in the United States
- English-language teaching experience
- Experience of managing or coordinating projects funded by the U.S. Embassy or other international donor organizations

### **ANTICIPATED START DATE**

February 1, 2022

### **Position Location**

Position is based in Batumi, Georgia

### **PERIOD OF PERFORMANCE**

The performance period will be from February 1, 2022 to January 30, 2023, with a possibility of extension.

### **ANTICIPATED SALARY**

Full-time: \$7,500 - \$10,000/year (depending on the candidates experience and qualifications)

### **HOW TO APPLY**

The application packet consists of two parts:

#### **1) Application**

Cover letter, resume and the names and contact information for two references.

#### **2) Supplemental Questions**

Please respond to each of the requests below in English and submit in one Microsoft Word document.

1. Please describe in 300 words or less your experience developing and implementing projects.
2. Please describe in 300 words or less your experience working with youth.
3. Please describe in 300 words or less your own interests in American culture, society and policy.

Please send all above materials by email, addressed to:

[AC-Georgia@state.gov](mailto:AC-Georgia@state.gov)

Applications will be accepted until **December 27, 2021**.