

## Program Coordinator Contractor ACM– Job descriptions

- a) Developing and managing new local partners and instructors for regular training and tutorial programs at American Center Maldives for strategic programs that advance U.S. foreign policy goals in the Maldives including but not limited to the following themes:
  - English language learning and public speaking
  - Youth leadership
  - Effective use of social media and new media
  - Science, Technology, Engineering and Mathematics (STEM) and Environment
  - Entrepreneurship
  - Democracy, gender-based violence, civil rights
  - International days, for example, Earth Day, World Water Day, International Day of Peace, International Volunteer Day, Human Rights Day, World Press Freedom Day, etc.
  - Weekly film screening and discussion programs
- b) Hosting web chats and virtual speaker programs with international speakers on varied topics
- c) Engaging the American Center Youth Forum (YF) and youth volunteers in volunteer work and community awareness programs featuring reconciliation, sports diplomacy, and music and environment themes.
- d) Organizing special speaker programs that highlight U.S. holidays as per the American Spaces thematic calendar: for example, Martin Luther King Jr. Day, Black History Month, Women’s History Month programs, etc.
- e) Provide reports with details including attendance and feedback on all programs and events
- f) Manage and monitor grants for projects and programs of American Center Maldives
- g) Coordinate and work closely with the Public Affairs Specialist of U.S. Embassy for Maldives in the American Center Maldives on all events/programs, including outreach programs
- h) Provide timely, accurate, and well-written reports on all programs and events run at the American Center Maldives after each event
- i) Advertise all programs of American Center Maldives on social media pages and platforms
- j) Serve as a liaison between the (administrative grantee) and the U.S. Embassy Colombo, as well as local agencies, businesses, schools, and organizations with an interest in the United States
- k) Coordinate outreach programs and virtual programs in island communities

- l) Actively seek new program partners and design and implement new programs in-line with the U.S. Embassy Colombo's Mission goals for Maldives.
- m) Cultivate and maintain relationships with key individuals, NGOs, and state institutions
- n) Develop and maintain an up-to-date database of American Center Maldives visitors, program participants, NGOs, schools and other contacts.
- o) Recruit and manage volunteers to support the Center
- p) Plan and implement programs to engage alumni of U.S. government exchange programs
- q) Develop social media content, including but not limited to graphics, captions and videos as required for advertising thematic programs and collaborative programming with NGOs and other organizations
- r) Assist and manage outdoor programs
- s) Provide bi-weekly highlights of programming to U.S. Embassy Colombo
- t) Develop concept notes for all American Center Maldives programming monthly or as required
- u) Maintain accurate programming and administrative records for American Center Maldives
- v) Organize and host an outreach program monthly to disseminate information about programs of American Center Maldives
- w) Assist in supervising EducationUSA exams at the American Center Maldives
- x) Other duties as may arise from time to time and as may be assigned to the employee
- y) Work weekend and evening hours as required

- *Applicant must have a Bachelor's Degree, one year of post degree work experience, and be fluent in English and Dhivehi.*
- *Ideal applicant has a Bachelor's Degree in Business Administration, Business Management, or Project Management and at least two years of work experience in the field of studies.*