VACANCY ANNOUNCEMENT

**OPEN TO:** All Interested Candidates

**POSITION:** Language & Intercultural Coordinator (LIC)

**OPENING DATE:** October 30, 2023

**CLOSING DATE:** 5 PM on November 13, 2023 or until suitable candidate is hired

**WORK HOURS:** Full-Time, 40 hours/week, Performed Monday through Friday

LOCATION: Yerevan, with frequent day and overnight travel throughout Armenia (transportation provided)

# BASIC FUNCTION OF THE POSITION

Peace Corps is a United States Government Agency that provides trained American Volunteers to live and work for two years in communities around the world. In Armenia, Peace Corps Volunteers teach English in rural schools, and work with youth and youth workers to support positive youth development in youth centers, schools and NGOs.

Under the supervision of the Training Manager, the Language & Intercultural Coordinator (LIC) plans, designs, implements and evaluates all elements of the 27-month language and inter-cultural training program for Peace Corps Armenia Trainees and Volunteers to facilitate their successful integration into Armenian communities and help them perform their jobs. Designs, develops, delivers, and evaluates curricula, session plans and materials for Pre- and In-service training events. Supervises the Online Language Specialist. Trains and supervises short-term/seasonal Language and Culture Facilitators, and Homestay Coordinator. Oversees Homestay Program. Assesses Trainee and Volunteer language proficiency and cultural competence. Participates fully as a member of the Program and Training team and contributes to overall program strategy development, implementation, day-to-day operations, and on-going evaluation.

**REQUIRED QUALIFICATIONS**

**Education:** Bachelor’s/University degree in language/linguistics, language education, education, or a related field.

Prior Work Experience: Five (5) years of progressively responsible work in language training, training design & delivery; Demonstrated experience working with international organizations; Proven ability to work with people of diverse backgrounds.

**Language Proficiency**: Level 4 language proficiency (speaking, listening, reading, writing) in English & Armenian according to the Interagency Language Roundtable <http://www.govtilr.org/>

**Knowledge, Skills, and Attitudes:** Demonstrated knowledge of Armenian history and culture; Excellent spoken and written English; Ability to use computer, MS Word, PowerPoint, etc. and office equipment.

**Ability to pass a background check conducted by the United States Embassy**

**DESIRED QUALIFICATIONS**

**Education:** Advanced university level degree (MA or PhD in language/linguistics, language education, education, or a related field

**Prior Work Experience**: Two or more years as a team leader/supervisor; Experience in general program administration; Experience working with U.S. Americans

**Language Proficiency:** Level 5 language proficiency in English & Armenian according to the Interagency Language Roundtable <http://www.govtilr.org/>

**TO APPLY**

Interested candidates must submit **all** of the following.:

1. Cover letter in English that describes your qualifications
2. A current resume or curriculum vitae in English
3. The names and contact information in English (phone and email) of at least 3 references who are familiar with your work

*Incomplete applications will not be considered.*

**SUBMIT APPLICATION TO**

E-mail: [am-vacancy@peacecorps.gov](mailto:am-vacancy@peacecorps.gov). Please put ***Language & Intercultural Coordinator*** in the subject line: Electronic applications will be acknowledged via return email. (Please contact us if you do not receive a message.)

**\*Please contact us in case you do not receive a confirmation email after submission of application.**

Alternatively, candidates may drop off applications to a Contracting Officer at 33 Charents Street, Yerevan 0025, Armenia

*Please note that only ca*ndidates who are selected for interviews will be contacted.

**EQUAL OPPORTUNITY**

Peace Corps Armenia 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.