



Program Officer Job Description

Major Function

The Program Officer reports to the Chief Operating Officer, and is responsible for developing and implementing bilateral exchange programs.

Major Duties and Responsibilities

- I. General Duties:
 - A. Plan and prepare schedules for exchange programs (both in and outbound)
 - B. Escort visiting delegations for either 10 or 14 day programs (includes travel to two states during each inbound program)
 - C. Draft written program reports for the US Department of State Office of Citizen Exchanges
 - D. Manage program budgets and prepare financial reports
 - E. Communicate regularly with Department of State personnel, ACYPL alumni and Board of Trustees, and network of partner organizations around the US and the world
- II. Other duties as needed:
 - A. Assist with alumni communications
 - B. Coordinate program activities with Development Department

Working Relationships

The Program Officer communicates regularly with the ACYPL staff, Board, and US alumni; international counterparts; the Washington DC diplomatic corps; officials of the US State Department and its missions overseas; and with the members of the Washington DC NGO, legal, business, and international affairs communities.

Minimum Work Requirements

Strong verbal communication skills; organizational and time management skills; patience, diplomacy and the ability to work well with a wide variety of people and work situations; and strong interest in international affairs. Experience developing education programs and domestic political background are pluses. Position requires frequent travel throughout the United States.

Compensation

The salary for this position is up to high 20s, depending on experience. Benefits include full health and life insurance; immediate investment in 403(b) retirement plan; and Metro-Check.

ACYPL is an equal-opportunity employer.

Please submit resume and letter of interest to:

Mr. Quentin Lide
Chief Operating Officer
The American Council of Young Political Leaders
Email: qlide@acypl.org
Fax: (202) 857-0027

NO PHONE CALLS PLEASE