



AMERICAN COUNCIL OF YOUNG POLITICAL LEADERS
Position Description

Position: Program Officer
Supervisor: Vice President of Programs

Major Function:

The Program Officer is responsible for developing, implementing and managing bilateral international exchange programs for emerging political and policy leaders from the United States and around the world. This position typically requires frequent travel throughout the United States and possible international travel.

Major Duties and Responsibilities

- Develop program agendas and, in partnership with other staff, secure professional meetings and cultural activities for 4-5 day programs in Washington, DC for visiting international delegations.
- Work in partnership with ACYPL alumni hosts to plan 3-5 day professional programs outside of Washington, DC.
- Escort and manage international delegations during the 8-14 day programs in the U.S.
- Work in partnership with international organizations to develop 8-14 day professional and cultural programs for visiting American delegations.
- Work in partnership with ACYPL Professional Fellows Program Manager to review applications, interview semi-finalists, and secure 4-week professional placements for international fellows.
- Work in partnership with US Department of State and Embassy personnel or through the SEVIS system to secure visas and appropriate clearances for international and American delegates.
- Manage program budgets and prepare financial reports.
- Prepare written program reports for US Department of State and program partner organizations.

Professional Relationships

The Program Officer works in close partnership with all members of ACYPL staff as well as external stakeholders including:

- U.S. Department of State personnel and US Embassy officials around the world.
- ACYPL American alumni around the country.
- International and domestic partnership organizations.
- Federal, state, and local government officials, as well as political, corporate, labor, legal, international affairs, think tank, and NGO representatives.
- ACYPL Board of Trustees.

Basic Qualifications:

- BA/BS degree or comparable experience
- 1-2 years professional experience, preferably at a nonprofit, political organization or in government.
- Commitment to bipartisanship and international exchange.
- Ability to work independently and manage multiple projects while maintaining keen attention to detail.

- Ability to manage multiple tasks under firm deadlines and constantly changing situations
- Excellent verbal and written communication skills both in person and on the phone
- Interest in travel and international affairs as well as working knowledge of national, state and local government, politics and policymaking.
- Excellent organizational and time management skills.
- A team player who is dependable and willing to take initiative.

Preferred Qualifications:

- Knowledge of monitoring and evaluation fundamentals
- Proficiency in MSOffice Suite required, experience with Asana and Salesforce CRM.

Compensation and Benefits:

- Salary \$40,000 –\$52,000 commensurate with relevant professional experience.
- 75% individual healthcare coverage including dental and vision.
- Individual life insurance coverage.
- 403(b) retirement plan with 3% employer matching funds.
- DC Metro pre-tax travel allowance
- Hybrid office model

ACYPL is an equal-opportunity employer and a vaccinated workplace.

To apply, please send a cover letter and resume to jobs@acypl.org with the subject line Program Officer; NO PHONE CALLS PLEASE.