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VACANCY ANNOUNCEMENT

Position: Program Assistant at American Corner Pristina

Salary: Competitive

Type: Full time - 40 hours per week

Working hours: 12:00 - 20:00 (Monday – Friday)

Note that weekend working hours may be required for specific programs and may be subject to change in accordance with the working hours of the National Library of Kosova.

Duration of the contract: One year from employment start date with the possibility of extension (3 months probationary period).

General description:

American Corner Pristina announces vacancy on the position of Program Assistant. This position is funded through a grant provided by the U.S. Embassy in Pristina with the aim of increasing the programming capacity of the American Corner in Pristina.

American Corner Pristina, officially opened on November 20, 2003, is a section within the National Library of Kosova established to build and strengthen relationships between the U.S. and Kosovo, showcase American culture and values, promote English language learning, encourage study in the United States, and foster goodwill and mutual understanding. The Corner is a partnership between the U.S. Embassy, Pristina and the National Library of Kosova. It has regular programming activities in various fields, programs with a special focus on English language, media literacy, STEM (Science Technology Engineering and Math), film showings, conversation clubs, debates, webinars, gaming and more.

The Corner offers books, magazines, electronic resources, various teaching materials, internet access, programs and space for group discussions.

American Corner Pristina currently has a staff of three and is assisted by a group of volunteers. It has a fairly wide range of membership and a demand for increased programs and activities. American Corner Pristina also has a MakerSpace - a small space that focuses on creative and innovative projects and activities. The purpose of that space is to enable young people in Kosovo to use their imagination and creativity to implement their innovative ideas, while being actively involved in doing things. To meet the need for additional programs, American Corner offers employment opportunities for an additional staff member for the American Corner in Pristina. The Program Assistant will work specifically on planning, organizing, and managing programs.

Under the general supervision of the American Corner Pristina Coordinator and Deputy Coordinator, the American Corner Pristina Program Assistant plans and organizes innovative and engaging activities using a variety of online and offline platforms.

Responsibilities:

In close coordination with the American Corner Coordinator and Deputy Coordinator, the Assistant is responsible for the following tasks:

- Conducting programs and activities in the five key areas of American Space Standards (such as Information about the USA, English Language Learning, Education in the States, Alumni Activities, and Community Engagement), including activities in the "MakerSpace", with a special focus on STEM programs;
- Proposing and carrying out creative/educational activities and engaging with audience in schools, libraries, cultural centers and other institutions and organizations of interest;
- Enabling others to use technology and other tools provided by the U.S. Embassy in Pristina, materials, virtual programs, programs and resources offered through the Corner, electronic resources, books, DVDs, interactive technological devices, etc., as well as takes care of their maintenance;
- Cooperating with individuals, educational institutions, NGOs, innovation-focused organizations, cultural centers, libraries and other institutions of interest to maintain and advance the cooperation of the Corner with them.
- Compiling activity plans and resources to ensure continuous programming in the Corner;
- Compiling reports and posting updates on the website and other communication platforms (social media) for the activities performed by the Corner;
- Performs other tasks assigned by his/her supervisors.

Requirements:

- Fluent in spoken and written English
- Readiness and willingness to enhance organizational skills is required for the purpose of implementing various activities and programs

- Ability to use the Microsoft Office Programs (Word, Excel, PowerPoint), Internet, website, Facebook, Zoom, and other social media platforms
- Knowledge of applications, including photo/video editing software, and other tools needed to perform activities within the Corner and its spaces
- Able to use mobile devices and information technology devices to assist users (e.g. tablets, Kindle reading tablets, video conferencing devices, interactive whiteboards, digital/video cameras, etc.)
- Good command of communication and writing skills (both in English and Albanian)
- Sense of responsibility
- Ability to work independently and as a part of a team
- Accuracy, reliability and capacity to meet deadlines as expected
- Ability to work under pressure.

Qualifications:

- Bachelor degree
- Good knowledge of program/activity organizing and implementation using different technologies
- General knowledge of American history, values, society, culture, and its education system;
- Experience in the United States is preferred, but not mandatory;
- Knowledge of information technology and technology-related skills;

Application Documents: The following documents should be attached to the application: *CV, motivation letter, copy of diploma, and certificate that the candidate is not under investigation.* **Optional documents:** certificate or other evidence of knowledge of technology and/or English language, as well as evidence of previous work experience (if applicable). Documents must be scanned and sent via email at acpristina@gmail.com with the email subject: Application for Program Assistant

- Interested candidates are invited to submit their application by June 13th (12:00 AM midnight).
- Interested candidates should submit applications online via e-mail.
- In-complete applications, and/or late applications will not be considered.
- *Only shortlisted candidates will be contacted for an interview.*
- The candidate is expected to start as of **July, 2021.**
- For any ambiguity/extra clarification regarding the application you can contact us at: acpristina@gmail.com