



JOB ANNOUNCEMENT

Position Title: Program Coordinator, Energy Utility Partnership Program

Location: Washington, DC

Category: International Development

Term: Full-Time Position

of Positions: One

Summary

The United States Energy Association (USEA) seeks an experienced Program Coordinator to assist with the execution of a U.S. Agency for International Development (USAID)-funded international energy partnership program. The Energy Utility Partnership Program (EUPP) assists developing countries to increase environmentally sustainable energy production and use and improve the operational efficiency and financial viability of their utilities and related institutions.

Position Description

The Program Coordinator assists with the planning, development, and implementation of meetings, seminars, trainings, and overseas and U.S. exchange visits, as assigned by the Senior Director and Deputy Directors. This includes budgeting, arranging logistical requirements for activities, and escorting foreign delegations within the United States and U.S. delegations abroad. The Program Coordinator also assists the Program Director in developing technical programming for activities. The Program Coordinator is responsible for representing the USEA in a professional manner, conducting activities efficiently and effectively, and for evaluating and reporting the results of each activity.

Essential Responsibilities

Assisting EUPP staff, as directed by the Program Director:

- Make logistical arrangements in the U.S. and overseas for capacity-building programs between the U.S. and foreign energy entities. Assist in organizing and conducting executive exchange visits, workshops, seminars, and information dissemination on various activities. Plan and arrange required airline travel, lodging, ground transportation, interpreting and translation services, meeting logistics, travel advances, and travel reimbursements for the implementation of program activities.
- Communicate with USG project officers, overseas missions, and representatives of other U.S. agencies, U.S. energy companies, overseas energy officials and companies about specific program activities and plans.
- Assist in organizing and determining program information needs, preparing agendas, work plans, budgets, schedules, reports and other documents.
- Travel with delegations in the U.S. and overseas as directed and approved.
- Assist in collecting information to be used for reporting requirements to USG.
- Manage the EUPP stakeholder Access database
- Assist EUPP staff with media outreach via the website, Twitter, Linked In, etc.
- Prepare letters, invitations, agendas, reports, presentations and other documents as necessary.
- Update the USEA website with new activities and information.
- Conduct necessary protocol arrangements for program activities.

Other Responsibilities

- Recommend strategies for improvement and report progress to the Program Director.
- Use the internet and industry publications to collect information on the energy sector and programming and strategies for the region to assist with the development of program activities.
- Perform all other duties as assigned.

Requirements

The ideal candidate would possess:

- Bachelor's degree in international relations, business, marketing, communications or other relevant degree
- Knowledge of the global energy sector
- Understanding of USAID policies and procedures

Required:

- Strong working knowledge of Microsoft Office software
- Excellent written, verbal, and cross-cultural communication skills
- Ability to travel within U.S. and overseas
- Valid U.S. passport
- Basic knowledge of websites
- Basic understanding of accounting

How to Apply

Candidates who meet the position requirements and are available to begin work as soon as possible should email the following to Marjorie Jean-Pierre at mjean-pierre@usea.org no later than April 26, 2019:

1. Cover letter
2. Resume, and
3. Three professional references