JOB ANNOUNCEMENT

Position Title: Program Coordinator
Location: Washington, DC
Category: International Development
Term: Full-Time Position

Summary
The United States Energy Association (USEA) seeks an experienced Program Coordinator with international development experience and knowledge of the global energy sector to assist with the execution of two U.S. Agency for International Development (USAID)-funded international energy partnership programs, the Energy Utility Partnership Program (EUPP) and the Energy Technology and Governance Program (ETAG), which assist developing countries to increase sustainable energy production and use and improve the operational efficiency and financial viability of their utilities and related institutions.

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

Essential Responsibilities
- Responsible for logistical activities required to implement the numerous activities for the programs between the U.S. and foreign energy entities. Assists in organizing and conducting information exchange visits, private sector forums and workshops, and private sector policy/technology cooperation exchanges.
- Assists the Program Director and Senior Program Coordinators in developing informational and promotional materials for the program website and social media, as well as posting these materials to the USEA website and social media accounts.
- Communicates 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.
- Supports the Senior Program Coordinators in identifying program information needs, preparing agendas, work plans, budgets, schedules, reports and other documents.
- Plans and arranges required airline travel, lodging, ground transportation, interpreting and translation services, meeting logistics, travel advances, and travel reimbursements for the implementation of program activities.
- Travels with delegations in the U.S. and overseas as directed and approved.

- Handles all necessary protocol arrangements for program activities.
- Prepares letters, invitations, agendas, reports, presentations and other documents as necessary.

Other Responsibilities

- Recommends strategies to be used and reports progress to the Program Director.
- Uses the internet and industry publications to collect information on the energy sector and programming and strategies for the region.
- Prepares monthly, quarterly and annual reports and periodic success stories in addition to other articles for USEA and program-specific publications.
- Performs all other duties as assigned.

Qualifications

The ideal candidate would possess:

- Sophisticated understanding of the global energy sector
- At least 3 years working experience with organizing workshops, conferences, exchange visits and trade missions for federal agencies
- Understanding of U.S. Government policies and procedures
- Basic web design skills, particularly knowledge of Drupal
- Graphic design experience (Adobe Creative Suite)

Minimum requirements:

- Bachelor's degree in International Studies, Political Science, Energy and Environment, or a related field
- At least 2 years of professional experience in the international development, economics, energy and environment, contract management, or related fields
- Strong working knowledge of Microsoft Office software
- Excellent written, verbal, and cross-cultural communication skills
- Strong research skills
- Strong interpersonal skills and ability to work closely in a small team
- Ability to travel within U.S. and overseas (up to 30%)
- Valid U.S. passport / U.S. citizenship

How to Apply

Candidates who meet the position requirements should email with the subject line "Program Coordinator Position":

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

In a single PDF file to "Hiring Manager" at careers@usea.org, no later than **September 20, 2017.**

NOTE: A rolling interview process will be used with interviews scheduled beginning the week of September 4, 2017. USEA will stop accepting applications once the position is filled.