



JOB ANNOUNCEMENT

Position Title:

Senior Program Coordinator, Indo-Pacific Energy Market Investment and Modernization (EMIM) Project

Location:

Washington, DC

Category:

International Development

Term:

Full-Time Position

of Positions:

One

Starting Salary Range (Commensurate with Qualifications):

3 – 5 years of experience: \$60,000 - \$66,000

5 – 8 years of experience: \$66,000 - \$73,000

8+ years of experience: \$73,000 - \$81,000

Summary

The United States Energy Association (USEA) seeks an experienced Senior Program Coordinator with experience in the Asia-Pacific region (preferably Southeast Asia), knowledge of the global energy sector, and an understanding of government contracting to assist with the execution of a U.S. Department of State-funded project to advance energy sector development in South and Southeast Asia and expand business opportunities for U.S. energy companies. USEA offers a competitive benefit package including 10% contribution to an employee pension plan and full coverage of employee health insurance. The position is currently a remote position due to the ongoing Covid-19 pandemic, but will transition to in-office work when USEA's office reopens.

Project Description

The U.S. Energy Association (USEA), headquartered in Washington, D.C., is an association of public and private energy related organizations, corporations and government agencies. USEA represents the broad interests of the U.S. energy sector by increasing the understanding of energy issues, both domestically and internationally.

Through a cooperative agreement with ENR, USEA implements the Asia EDGE Indo-Pacific Energy Market Investment and Modernization (EMIM) project to support the U.S. Government's Asia EDGE initiative. EMIM aims to strengthen the energy security of allies and partners; create open, efficient, rule-based, and transparent energy markets; improve free, fair, and reciprocal trading agreements; and to expand access to affordable and reliable energy.

Position Description

The Senior Program Coordinator coordinates 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 Senior Program Coordinator also assists the Program Director in developing technical programming for activities. The Senior 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. Coordinates and assists in organizing and conducting information exchange visits, private sector forums and workshops, and private sector policy/technology cooperation exchanges.
- Communicates with U.S. Government 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.
- Assists in determining 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:

- Knowledge of the global energy sector, specifically geothermal energy
- At least 3 years working experience with organizing workshops, conferences, exchange visits and trade missions for federal agencies
- Professional experience in is Asia-Pacific region, preferably in Southeast Asia
- Understanding of federal contracting policies and procedures
- Advanced degree in International Studies, Political Science, Energy and Environment, Economics, or another relevant field

Required:

- Bachelor's degree in International Studies, Political Science, Energy and Environment, Economics, or another relevant field. Advanced degree in a relevant field preferred.
- At least 3 years of professional experience in the international development, energy, 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 participate in short-term travel within U.S. and overseas (up to 35%)
- U.S. citizen with a valid U.S. passport

How to Apply

Candidates who meet the position requirements should email:

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 **August 8, 2021**.

NOTE: USEA will conduct interviews on a rolling basis and will stop accepting applications once the position is filled. USEA is an equal opportunity employer.