



## **JOB ANNOUNCEMENT**

**Position Title:** Program Coordinator, Energy Utility Partnership Program

**Location:** Washington, DC

**Category:** International Development

**Term:** Full-Time Position

**# Positions:** One

**Starting Salary Range (Commensurate with Qualifications):**

\$50,000 to \$70,000

### **Summary**

The United States Energy Association (USEA) seeks a bilingual (English-Spanish) Program Coordinator with international development experience and knowledge of the global energy sector to assist with the execution of a U.S. Agency for International Development (USAID)-funded international energy capacity building program.

The Energy Utility Partnership Program (EUPP) is funded through a cooperative initiative between the United States Energy Association and the United States Agency for International Development under the Bureau for Development, Democracy, and Innovation (DDI). EUPP works around the world to promote energy security and clean energy access by providing capacity building to local utilities.

The EUPP team strengthens the capacity of utility executives and employees in USAID-assisted countries to:

- Effectively manage and operate power systems
- Run financially viable businesses
- Increase energy access
- Design off-grid power sources
- Integrate sustainable energy resources into their power grids

Partnership activities are conducted through executive exchanges, training sessions, technical assistance using industry experts, in-country and online workshops and conferences.

### **Position Description**

The Program Coordinator assists in developing technical programming for activities. The Program Coordinator is responsible for the planning, development, and implementation of trainings, meetings, workshops, study tours, trainings, overseas and in the U.S. exchange, both on-line and in-person, as assigned by the senior management overseeing the program. The Program Coordinator is responsible for representing the USEA in a professional manner, conducting the activity efficiently and effectively.

### **Essential Responsibilities**

As directed by senior staff overseeing the program:

- Prepare schedules, agendas, work plans, budgets, reports, and other program-support documents
- Arrange activity logistics such as airline travel, lodging, ground transportation, interpretation and translation services, meeting arrangements, travel funding advances and reimbursements for the implementation of program activities
- Handle all necessary protocol arrangements for 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.
- Travel with delegations in the U.S. and overseas as directed
- Collect information on the energy sector and programming and strategies for the region to assist with the development of program activities
- Support M&IE

### **Other Responsibilities**

- Contribute to monthly, quarterly and annual reports and success stories, website updates, and social media (Twitter, LinkedIn)
- Recommend strategies to be used and report progress to the senior staff overseeing the program
- Perform all other duties as assigned.

### **Requirements**

#### Essential

- Bilingual (English-Spanish)
- Bachelor's degree
- Strong knowledge of Microsoft Office software
- Excellent written, verbal, and cross-cultural communication skills
- Strong research skills
- Ability to travel within U.S. and overseas
- Valid U.S. passport, green card or work visa
- Ability to conduct meetings and write reports in Spanish
- Reside in the Washington DC metropolitan area (Note: USEA is currently operating remotely, but will return to in-office operation.)

#### Desired

- Bachelor's degree in international studies or energy-related field
- Knowledge of the global energy sector
- Understanding of USAID policies and procedures
- International experience; experience in Latin America is strongly preferred

### **How to Apply**

Candidates who meet the position requirements and are available to begin work as soon as possible should email the following to Johanna Koolemans-Beynen at [jkoolemans-beynen@usea.org](mailto:jkoolemans-beynen@usea.org) no later than October 15, 2021:

1. Cover letter
2. Resume
3. Writing sample in Spanish (1-3 pages is recommended)
4. Three professional references

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