Peace Corps Ecuador Vacancy Announcement
Language and Cross-Cultural Coordinator

One or more positions available, depending on need and availability of funds

POSITION: LCC
OPENING DATE: January 14, 2018
CLOSING DATE: January 28, 2018

The United States Peace Corps in Ecuador is seeking qualified individuals in the field Cross-Cultural and Spanish Language Training to serve as a full-time Language and Cross-Cultural Coordinator. This vacancy may be used to fill multiple positions.

Starting base salary is $17,103 annually, depending on qualifications. In addition the incumbent will receive annual fixed benefits equaling $6,886 as well as 13th month, 14th month, and reserve found bonuses. Life and health insurance are provided, with annual coverage of health benefits for each individual up to $57,600.

Qualifications and Requirements:
- A first degree in Linguistics, Comparative Linguistics, or a related field. An additional five (5) years of experience may be substituted for the degree
- A minimum of five years of experience in Spanish language and cross-cultural training, at least three of which must have been in the provision of adult training
- Possession of a valid driver’s license and ability to travel within Ecuador independently
- Advanced Professional Fluency in English for native Spanish speakers; Functionally Native Proficiency in Spanish for native English speakers

The full Statement of Work is included for review on pages 2-6

Interested applicants for this position must submit all of the following information by email in order for their application to be considered:
1. A completed Application Form (pages 7-12), including three professional references
2. A resume or CV
3. A cover letter
4. Verification of English or Spanish fluency from a language testing institution; self-certification will not be accepted (see Statement of Work for more details)

All documents must be in English and submitted to vacancy@ec.peacecorps.gov, Attention: Contracting Officer. In the subject line of your email, please use the following format: Position for which you are applying_your full name. Example: LCC Application_John Brown

Only complete applications received according to the above instructions will be considered, and only short-listed candidates will be contacted. The United States Peace Corps is an Equal Opportunity Employer.
Peace Corps/Ecuador
Statement of Work

Language and Cross-Cultural Coordinator (LCC)

Updated: January 2017

BASIC FUNCTION OF POSITION:

The LCC is responsible for coordinating Peace Corps’ Ecuador language and cross-cultural training program to maintain quality language and cross-cultural training and to ensure that the efforts and assignments of Peace Corps Trainees (PCTs) and Volunteers (PCVs) during this period are consistent with the requirements and challenges they will face during their Peace Corps Volunteer service in Ecuador.

The LCC is part of the Programming and Training team, led by the Director of Programming and Training (DPT); the LCC is under the direct supervision of the Training Manager (TM). S/he serves as the principal advisor to the TM in language and cross-cultural training aspects.

MAJOR DUTIES AND RESPONSIBILITIES:

Pre-Service Training (PST) 60%

1. Researches, plans, designs, develop and implements integrated language and cross-cultural training curricula into all training elements: language, cultural, technical.

2. Supervises the development of optional language self-study opportunities for Invites prior to service.

3. Organizes, assigns, and conducts language proficiency interviews (LPIs) for PCTs prior to arrival at post, midway through PST, and prior to the end of PST.

4. Prepares and reports the LPI scores to the Country Desk Unit (CDU).

5. Coordinates with the Programming and Training Specialists (PTS) for the inclusion of technical and cultural aspects into Spanish lesson plans.

6. Articulates Peace Corps’ goals, cultural norms, and policies to PCTs, and supports them as they integrate these goals, norms, and policies into their work.

7. Develops and delivers structured Training-of-Trainers (TOT) sessions and activities prior to the start of PST, including specific sessions and activities for Language & Culture Facilitators (LCFs).

8. Develops training materials that incorporate specific technical vocabularies in addition to appropriate cultural concepts.

9. Oversees Language and Cross-Cultural Facilitators (LCF) in the development and implementation of lesson plans and their daily activities at the Peace Corps office, training sites. Observes and evaluates LCFs’ development of training materials, classroom work, and dedication.

10. May replace LCFs in classes and planned activities in the case an LCF leaves Peace Corps or is temporarily unavailable due to illness, injury, or any other short-term absence.

11. Evaluates all PCTs’ learning styles and forms groups with similar aptitudes. Evaluates PCT proficiencies and groups them according to their proficiencies and learning styles, whenever possible. Develops and facilitates the implementation of special individual programs for PCTs with learning difficulties.

12. Develops individual programs for PCTs with advanced knowledge of Spanish upon arrival at the training site, in coordination with PTSs, PMs and Training Manager (TM).

13. Provides and documents timely feedback to every PCT, and attends all round table sessions with Programming and Training staff.
14. Provides PCTs with technical directions, counseling them on work related, security, cultural, or personal challenges; resolving disciplinary issues and advises the TM of any extraordinary conditions existing in PCT sites.

15. Monitors training progress, using time-frame objectives set by the lesson plans. Confers with appropriate Peace Corps Programming and Training staff whenever he/she ascertains the lack of training success in attaining goals and objectives.

16. Recommends to the TM and the Peace Corps Country Director (CD) PCTs who could benefit from additional language study, after completion of the normal PST program before or after being sworn in and, with the authorization of PC Programming and Training staff, organizes further training when needed.

17. Supervises the evaluation of language training by individual PCTs and provides tabulated results of the same to the TM for his/her further provision of this information to the DPT and CD as requested.

18. Evaluates PCTs and recommends (or not) PCTs for service, based on their progress in meeting established language benchmarks and cultural competencies and goals.

19. After the completion of each training cycle, writes a final report on the language and culture training components, including recommendations for the improvement of future sessions and an evaluation of strengths and weaknesses found during each training class or IST.

20. Acts as post’s language and culture liaison, communicating with HQ and other PC posts and sharing language and cross-cultural materials and strategies.

21. Serves as a training facilitator for language and culture sessions and activities, as well as other sessions and activities as assigned, during PST.

In-Service Training (IST) 25%

1. Supervises the development of language self-study programs for PCVs during training and their service.

2. Develops and facilitates cross cultural sessions as needed, including the development of relevant training material.

3. Coordinates program monitoring of language self-study and cultural adaptation and integration at work sites, in coordination with PMs.

4. Working with PTSs and Training Team, coordinates and conducts language and culture consulting for PCVs during ISTs.

5. Participates in language and culture workshops as needed.

6. Reviews and provides feedback on Spanish language documents produced by the PCVs during their service.

7. Organizes, assigns, and conducts final language proficiency interviews (LPIs) for PCVs during their Mid Service Conferences (MSC) and their Close of Service (COS) conferences.

8. Prepares and reports the LPI scores to CDU.

9. Other duties as assigned.

Administrative Tasks 10%

1. Given a PST’s budget mark, produces a language and culture PST budget with all the materials and equipment necessary for each PST cycle. Attached to this budget, submits all requisitions and price quotes for approval from a Contracting Officer, and for purchase by the Administrative Unit.

2. Responsible for coordinating the proper and full completion of PCTs Bios.

3. Recommends the purchase of appropriate equipment and supplies for language training.
4. Processes and recommends for approval Volunteer reimbursement requests for language tutorials. Keeps a database to monitor expenditures on language support for PCVs in the field and advises DPT and DMO if additional funds might be required.

**Safety and Security**

1. Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies.

2. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.

3. Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

4. Assists in the implementation of the EAP, a communications drill or in any other safety and security measure when requested by their supervisor, the Country Director or the Safety and Security Coordinator. Reports any direct or in-direct knowledge of a safety and security incident experienced by a Trainee or Volunteer to the Safety and Security Coordinator.

5. Serves as the Duty Officer according to Duty Officer Schedule. Follows protocol as listed in the EAP for training, and in case of a test or emergency, coordinates directly with Duty Officer.

**Other Duties**

1. Responsible for promoting and coordinating orders from the Information Collection Exchange (ICE) from Overseas Programming and Training Support Unit (OPATS) for Peace Corps Resources Manuals and Technical and Training Materials. Acts as the resource coordinator for ICE and promotes new materials with PC/Ecuador programming staff.

2. The incumbent may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The incumbent may also be required to courier cash to PC trainees or volunteers. The incumbent will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the incumbent will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

3. Provide back up support person to the Host Family and Logistics program.

4. At least once a year travels to visit PCV working sites along with a senior staff member, or alone as required.

5. Incumbent will perform any other assignment that will be considered as necessary by his/her Supervisor.

6. The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps’ as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

**Inherently Governmental Function**

PSC has been assigned the following inherently government function per the Kate Puzey Act: **Supervisory Responsibilities.**
PSC will be responsible for supervising the Language and Cross-cultural Facilitators (LCFs). The PSC will coordinate with the Director of Programming and Training and the Training Manager to determine the evaluation criteria for this position. Specifically, the supervisory responsibilities will include:

1. Mentor permanent and/or temporary LCFs, guiding them in their own professional development, strengthening their communication, teamwork and leadership skills as well as supporting them to positively resolve any conflicts that might arise.
2. Personally train and mentor new LCFs according to the needs of the program.
3. Perform midyear and end-of-year performance evaluations as applicable, as well as monitor the daily, weekly, and monthly work assignments of the LCFs.
4. Coordinate with the Training Manager regarding any PSC leave requests before that leave request is submitted to the USDH supervisor.

**EDUCATION:**
Must have a college degree in linguistics, comparative linguistics or their equivalent. Postgraduate study in a related field, whether leading to an advanced degree or not, is desirable. A college degree may be substituted with an additional five years of relevant work experience (minimum of ten years of experience total).

**EXPERIENCE:**
Five years of experience in Spanish language and cross-cultural training, or related field, at least three of which must have been in the provision of adult training or learning, including non-formal education technologies, are required.

**LANGUAGE:**
Fluency in English (defined as Advanced Professional Proficiency) is required in the case of native Spanish speakers. In case of native English speakers, the requirement is for Spanish fluency is defined as Functionally Native Proficiency.

**KNOWLEDGE:**
The knowledge of the Spanish language for transfer as a second language to PCTs who in turn will assist local communities in technology transfer is required. Incumbent must possess excellent knowledge of the social/political/economic/legal structure of the host country. The knowledge of differences and similarities between U.S. and local cultures and their transfer to PCTs is required, as well as counseling procedures, such as loneliness and community (or group) support systems, making PCT expectations more suitable to reality, dealing with foreign bureaucracy and human sexuality, as well as responding to emergency situations and danger due to a complex political situation. Knowledge of international development organizations, specifically interpreting and working with policies and regulations, is desirable.

**ABILITY:** Must be able to develop and maintain rural level contacts in the public and private sectors. Must be able to prepare clear, precise reports and design training documents, and must be able to analyze and evaluate program data. Must also be able to objectively provide feedback, counseling and technical advice, and must be able to understand and relate well to Ecuadorian and American culture. The ability to operate an automatic and standard shift, 4-wheel drive motor vehicle is required to travel throughout rural Ecuador.

**SKILLS:** Basic computer skills and strong organizational and administrative skills.

**POSITION ELEMENTS**

a. **Supervision Received:** The incumbent receives instruction and direct supervision from the TM, and is under the general management of the DPT.


c. **Exercise of Judgment:** The incumbent utilizes available guidelines for most matters, however must be able to make appropriate judgment calls when the need arises. The LCC must resolve difficult prob-
lems in all aspects of training program and must be skilled in analyzing trends and anticipating changes.

d. **Authority to Make Commitments:** The LCC is limited to make commitments for Peace Corps when authorized by a Contracting Officer.

e. **Nature, Level, and Purpose of Contacts:** The LCC maintains work relations with local organizations and officials and other public and private organizations in order to facilitate the execution of the training program.

f. **Supervision Exercised:** Supervision required for organizing tasks and activities related to the language and culture program.
Peace Corps
Peace Corps/Ecuador
JOB APPLICATION FORM
Only complete applications will be considered

Section 1

1. JOB INFORMATION

Vacancy Position Title: Language and Cross-cultural Coordinator

2. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone numbers</td>
<td></td>
</tr>
</tbody>
</table>

3. EDUCATION

Complete the following information for all high schools and universities attended:

<table>
<thead>
<tr>
<th>School Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City and state/province</td>
<td></td>
</tr>
<tr>
<td>Major (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Type of degree/diploma received</td>
<td></td>
</tr>
<tr>
<td>Date degree/diploma received</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City and state/province</td>
<td></td>
</tr>
<tr>
<td>Major (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Type of degree/diploma received</td>
<td></td>
</tr>
<tr>
<td>Date degree/diploma received</td>
<td></td>
</tr>
</tbody>
</table>

(Add additional schools as needed)
Complete the following information for all related work experience over the past 10 years *(paid and non-paid)*, beginning with your most recent.

<table>
<thead>
<tr>
<th>Employer’s Name &amp; Address</th>
<th>Job Title</th>
<th>Hours per week</th>
<th>Starting Date (Mo &amp; Yr)</th>
<th>Ending Date (Mo &amp; Yr)</th>
<th>Duties and accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If this is your current employer, may we contact your supervisor?  □ Yes  □ No

If yes, please provide your supervisor’s name and phone number:

<table>
<thead>
<tr>
<th>Employer’s Name &amp; Address</th>
<th>Job Title</th>
<th>Hours per week</th>
<th>Starting Date (Mo &amp; Yr)</th>
<th>Ending Date (Mo &amp; Yr)</th>
<th>Duties and accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If this is your current employer, may we contact your supervisor?  □ Yes  □ No

If yes, please provide your supervisor’s name and phone number:

<table>
<thead>
<tr>
<th>Employer’s Name &amp; Address</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. OTHER QUALIFICATIONS

Please list any job-related training courses including titles and dates, skills, (e.g., foreign languages, computer knowledge, typing speed), as well as any job-related certificates, licenses, honors and special accomplishments:
Section 2

Please read each of the following questions carefully and answer yes or no:

1. Do you have a Bachelor’s Degree in Linguistics, Comparative Linguistics, or a related field?
   ____Yes    ____No

2. Do you have at least five years of experience in Spanish language and cross-cultural training (10 years required if you answered “no” to Question 1)?
   ____Yes    ____No

3. Do you have both full fluency in English and native fluency in Spanish?
   ____Yes    ____No

4. Do you have a valid Driver’s License?
   ____Yes    ____No

5. Are you able to operate both automatic and standard shift vehicles for travel throughout rural Ecuador?
   ____Yes    ____No

If you answered “yes” to all of the questions above, please complete the next section. Please read each question below carefully and ensure that your response sufficiently demonstrates your qualification and suitability for the position. Please note that answers will require more than a “yes” or “no” response; please go into as much relevant detail as possible. Responses must be typed directly onto this form.

1. Describe in detail your experience in planning and implementing language and cross-cultural curricula.
   Response:

2. Briefly summarize your experience supervising others.
   Response:
3. Describe your experience with adult training and learning, including non-formal education technologies.
   Response:

4. Have you ever worked with individuals from a different culture, whether in Ecuador or outside of Ecuador?
   Response:
   a. If yes, what were some of the difficulties you faced?
      Response:
   b. How did you overcome those difficulties? Give one example.
      Response:

5. Share your experience teambuilding, coaching, and mentoring adults.
   Response:

6. Discuss your experience working both independently and as a team member, including the challenges of each and how you overcame them.
   Response:

7. What experience do you have interpreting and using regulations and policies for the successful completion of your work?
   Response:

8. When you have many competing deadlines, what are some of the strategies you use or factors you consider to organize your tasks?
   Response:
Section 3

Provide the name and contact information of three (3) professional references, one of which should be a current or former supervisor:

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Phone numbers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Phone numbers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Phone numbers</td>
<td></td>
</tr>
</tbody>
</table>

This application form must be sent along with your cover letter, resume, and language certification in order to be considered. Only shortlisted applicants will be contacted.