

## **Trust for the Americas – Vacancy Program Officer - POETA**

**Education:** Bachelor (BA, BS, etc.)

**Location:** Washington, District of Columbia, 20006, United States

**Posted by:** [The Trust for the Americas](#)

**Job Category:** Administration, Project Management

**Sector:** Nonprofit

**Last day to apply:** August 15, 2010

**Start Date:** September 1 - 15, 2010

**Salary:** \$30,000 - \$33,600 per year depending on experience

**Type:** Full time

**Language(s):** English, Spanish

**Job posted on:** July 22, 2010

**Area of Focus:** ICT for Development, Youth, People with Disabilities

### ***DESCRIPTION:***

---

The Trust for the Americas (TFA) is a D.C. based 501 (c) (3) non for profit affiliate of the Organization of American States is seeking applications from qualified individuals for the position of Program Officer to provide support for its Information and Communication Technology for Development (ICT4D) Unit.

The Trust implements projects in the areas of ICT4D, transparency, anti corruption, civil society capacity building, labor rights, free trade and freedom of expression in 21 countries in Latin America and the Caribbean.

The Program Officer will be required to provide support to the Trust's flagship program, Partnership in Opportunities for Employment through Technology in the Americas (POETA). POETA is a major source of empowerment for marginalized communities and capacity building for NGOs throughout the hemisphere. The program provides marginalized populations, including at-risk youth and people with disabilities, with job-ready information and communication technologies (ICT) training, civic education and job-readiness training to address their vulnerabilities. Under the POETA model, the Trust partners with local organizations (local partners) and provides them with capacity building, funding and equipment to establish POETA training centers targeted to target populations in the region. POETA is currently operating in close to 80 centers in 20 countries across Latin America and the Caribbean.

The Program Officer will be a critical part of the ICT4D team, lending support to the POETA program's operations for youth in the Eastern Caribbean, Puerto Rico and Guatemala, and overall administrative support to the ICT4D Unit.

The duration of this contract is 6 months.

## ***DUTIES AND RESPONSIBILITIES***

---

The Program Officer will be required to provide support as follows:

### **PROGRAM SUPPORT**

#### **1. Project Administration**

- Reception of Quarterly Reports from POETA local partners in the Eastern Caribbean and ensuring that reports meet donor and Trust requirements.
- Communication: The program officer will be the primary source of contact for POETA local partners in the Eastern Caribbean, supporting any needs specified by the Project Manager related to the technical execution of the project.

#### **2. Training and Technical Assistance**

- Conduct training where necessary to selected local partner organizations/ staff in Trust reporting, management and training tools.
- Provide administrative and other support to Cisco and other ICT training for local partner organizations.
- Travel when necessary to facilitate face-to-face training to local partner staff

#### **3. Web Portal Management**

- Provide content and administrative support to the POETA Youth Web Portal to increase its reach and impact in the Eastern Caribbean. These tasks include but are not limited to, creating additional content; conducting online training of local partners and youth participants; assisting with devising additional youth activities on the portal; soliciting additional youth to participate in the portal through partnerships with organizations and schools.

#### **4. Project Development:**

- Where possible, provide support to the Program Manager and other ICT4D staff in the areas of donor outreach; grant research; and other activities to promote awareness of and support to the ICT4D Unit's programs and their impact in the Americas.

### **ADMINISTRATIVE ASSISTANCE**

#### **1. Procurement and Logistic Support**

- Provide overall support for purchases of equipment, travel and supplies for ICT4D Unit

- Provide logistic support for ICT4D Unit events and activities both in Washington DC and in the region.
- Point of contact for general inquiries about the ICT4D Unit's activities.
- Provide other support for the ICT4D Unit Director

## **2. Reporting**

- Assist the ICT4D Unit with the preparation of reports to its donors, including but not limited to CIDA, the OAS and Microsoft (Cybergrants). Including sourcing of relevant information from local partner organizations, regional staff and internal reports.

## ***QUALIFICATIONS AND COMPETENCIES***

---

- Bachelors or equivalent in International Development, Management, Information Management or related field.
- At least 2 years progressive working experience in program management, information technology training or office administration.
- Fluency in English. Knowledge of Spanish is an asset. Knowledge of French or Portuguese is desirable.
- Knowledge of ICT training trends and curricula, including Cisco IT Essentials and CCNA, and Microsoft IT training certifications an asset.
- Knowledge of at-risk youth issues and/or the English-speaking Caribbean is an asset
- Strong research skills
- Experience in web-management
- Excellent verbal and written communication skills
- Ability to work within demanding deadlines and multi-task
- Ability to work in a multi-cultural settings
- Ability to take initiative and exhibit creativity in the field of ICT for Development

## ***HOW TO APPLY***

---

Please submit CV/Resume including three references and cover letter explaining your reasons for suitability for the aforementioned position to [trustprogramofficer@gmail.com](mailto:trustprogramofficer@gmail.com).

Only complete applications will be considered. Applications that are shortlisted by August 15, 2010 will be notified and will proceed to the next round of selection. If you do not receive a response at that time, you were not shortlisted and are encouraged to apply for other opportunities with the Trust for the Americas when they arise.

The Trust for the Americas is an Equal Opportunity Employer.

Emails and calls regarding the status of applications will not be accepted.

**Other Important Information**

**Languages:** English required, Spanish and Portuguese desired

**Areas of Focus:** Information Technology; Social Development; Training and Education, Youth; People with Disabilities

**Competencies:** Administration, Project Management; Trainings