

## **Announcement of Recruitment FOR SHORT-TERM STAFF POSITION**

### ***Peace Corps – Azerbaijan***

*(Work site: 2+ months in Baku; 3 months in Sumgayit)*

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over forty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. Peace Corps will welcome a group of 68 new volunteer "trainees" to Azerbaijan in September 2010 for a three-month training period, and is currently recruiting temporary staff to support the trainees during this period.

### **Host Family Coordinator**

*Start Date: July-August 2010; End Date: December 10, 2010*

**Position Summary:** The Host Family Coordinator identifies and coordinates host family placements. Responsibilities include: planning, implementing and evaluating Trainees' host family stay as an integral part of the Pre-Service Training (PST) program; providing feedback to trainees on adaptation for living with a host family; contributing to the trainee assessment process; coordinating other aspects of PST as assigned including logistics and preparation of PST EAP (Emergency Action Plan). S/he may be asked to travel to other locations in Azerbaijan to support Host Family identification for future Volunteer sites.

**Minimum Qualifications:** University student or graduate. Excellent command of written and spoken Azeri and English. Strong communication and negotiation skills. Excellent cross-cultural skills, including previous experience working with Americans. Previous experience designing or facilitating training. Analytical skills, organizational skills, communication skills, excellent attention to detail. Demonstrated flexibility and ability to work within strict timeframes. Good interpersonal skills, ability to relate to people of diverse backgrounds. Willingness to live and work in Sumgayit for duration of Pre-Service Training.

### **Application Process**

Qualified persons should submit completed application to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via Email: [AzJobs@az.peacecorps.gov](mailto:AzJobs@az.peacecorps.gov) or Fax: (99412) 596 17 24 Submit the following:

**1) Completed application form** (You may obtain an application form from [www.azerweb.com](http://www.azerweb.com), or obtain one at the Peace Corps office at 2c Hasan Aliyev Street, Baku, Azerbaijan)

**2) CV or Resume**

**3) A detailed written description of how you meet the position's qualifications.**

**Only short listed candidates will be contacted.**

**Application deadline is July 5, 2010 06:00 PM.**