

Cultural Affairs/Grants Assistant Position Description

13. Basic Function of Position

Working under the supervision of the America House director (AHD), incumbent provides a wide range of administrative, program, grant and secretarial support functions for the Public Affairs Section. Serves as the overall America House office manager on a variety of issues, including procurement needs, maintenance and supplies, and all representational events. Maintains America House files, program calendar and tickler file. Assists the AHD and Cultural Affairs Specialist in managing outreach and collection development. Determines appropriate mix of print and electronic resources for the America House library, selecting titles and handling purchase order requests. Responsible for selecting and monitoring appropriate IIP resources for free distribution to walk-in clientele. Provides program implementation support, including making all travel and hotel arrangements for Public Diplomacy (PD) personnel, grantees and official visitors. Receives and processes America House grant proposals, coordinates the review process, and collects information needed for status reports of approved grants. Monitors the America House website and Facebook page for grants-related correspondence; responds via e-mail, phone and fax to queries about America House grants. Backs up America House Cultural Affairs Specialist.

14. Major Duties and Responsibilities

% of time

A. Grants support

40%

Serves as the initial point of contact and coordinator for the America House small grant programs. Drafts newspaper ads, letters and other solicitations of grant proposals. Receives and processes proposals and any related correspondence submitted via Internet, fax or surface mail. Performs initial screening to confirm proposals' technical eligibility, apprising PAO and AHD of recommendations for exclusion, and provides copies of eligible proposals to reviewers. Maintains up-to-date records on the status of all proposals, and files on all active grants. With guidance from PD Grants and Management Specialist, requests, obtains and scrutinizes financial and program information for required reports from grantees, prepares the federal assistance agreement for awards up to \$10,000, and assists in preparing such reports as required. Tracks reporting deadlines and maintains tickler file to ensure required tasks are completed on time. Ensures compliance with all vetting requirements.

B. Management and Program Support

30%

Makes all logistical arrangements for programs organized at the America House. Serves as liaison with Consulate GSO on all America House-related requests. Processes all purchase orders for the America House, serving as liaison with Procurement on said purchase orders. Serves as liaison with Consulate motorpool (and RSO, as needed) for additional transportation needs. Maintains paper and electronic, chronological and subject and working files on all programs and activities. Maintains an overall events calendar for the America House and insures that events are also placed on the overall PD office calendar at the appropriate time. Drafts and sends letters, faxes, cables, reports, schedules and other materials for the America House as required, ensuring error-free content and adherence to required formats and procedures. Creates and maintains database of all America House contacts, and responsible for America House contribution to PD guest lists. Prepares visa referrals for America House contacts. Processes all representation vouchers for America House director and local staff. Makes all arrangements for representational events hosted by the America House, including catering, preparation of guest lists (with input from AHD and other PD staff) and preparation, electronic delivery and confirmation of invitations. Coordinates America House input for PD guest lists.

C. Collection Development

30%

Recommends to the AHD the appropriate mix of print and electronic-based resources for the America House library – including periodicals and DVDs.

Selects and recommends databases and materials, such as U.S. Government Printing Office publications, Congressional and other USG documents, think tank reports, and databases, and reference materials and circulating books for the America House collection. Prior to selection, assesses content of material for authority, relevance and balance, as well as for contribution to Mission Strategic Plan goals. Conducts outreach with local book vendors.

Processes and oversees all procurement requests for book purchases through Washington program elements, the Regional Printing Center (RPC) in Manila, and the Regional Book Offices (RBO) in Cairo and Amman. Processes all procurement requests as related to all America House book related programs.

15. Qualifications Required for Effective Performance

A. Education: Completion of a minimum of 2 years college or university study.

B. Prior Work Experience: 2 to 3 years of progressively responsible experience, at least two of which involved grants management.

C. Post Entry Training: FSI (in Washington or online) training on grants management and drafting (PY 220/221). Training as needed in Microsoft Outlook and Office, InfoForms and other specialized software. As appropriate, US training at FSI and/or other locations.

D. Language Proficiency: Level IV English ability (fluent) and Level IV Arabic are required.

E. Knowledge: Thorough knowledge of grant management and oversight procedures. Thorough knowledge of general principles of office management and procurement regulations and procedures. Thorough knowledge of PD programs, products and equipment. Thorough knowledge of agency correspondence and style manuals and secretarial/clerical practices and procedures. Thorough knowledge of key Palestinian academic, political, media and cultural figures and institutions. Background in library sciences is a plus.

F. Skills and Abilities: Ability to assess management problems and develop realistic and effective solutions. Strong financial analysis skills. Level II typing is required. Skill in operating office information systems, including spreadsheets and databases, is required. Ability to communicate effectively in written and oral form. Ability to manage time and priorities effectively. Good interpersonal skills and the ability to work well with others, including PD and ConGen colleagues, Embassy Tel Aviv and Washington-based State personnel, grantees and host-country officials.

16. POSITION ELEMENTS

Supervision received: The incumbent is supervised directly by the AmHouse Director, with guidance from the cultural affairs specialist.

Supervision exercised: None.

Available Guidelines: Available guidelines are Post MSRP, FAM and Employee handbook. Also, for grants management, Circulars A-110 and A-122 as well as all grants policy directives.

Exercise of judgment: Incumbent enjoys considerable latitude for independent judgment in carrying out grants oversight, collection development, and management. Judicious reasoning must be used in review of America House's administrative and program requirements.

Authority to Make Commitments: Authority to schedule appointments for AHD. With approval from AHD, authority to commit America House resources for bulk book purchases up to \$10,000. Authority to approve grantee spending for program costs.

Nature, Level, and Purpose of Contacts: Maintains working relations with a wide range of contacts in the community for purposes of efficient grant oversight. Also maintains working-level contacts with companies and individuals providing services in support of America House programs. Maintains appropriate working-level contacts with Consulate Management offices, including B&F and Procurement sections, in support of America House activities and operations. Regularly in contact with high-level east Jerusalem residents in academia, business, NGOs and other sectors to schedule appointments, confirm program arrangements or verify attendance at America House or PD events.

Time to reach full proficiency: 6 Months.