

*U.S. Peace Corps – Colombia seeks a:*

**TRAINING FAMILIES & LOGISTICS ASSISTANT - TFLA**

The U.S. Peace Corps takes a unique approach to making a difference. Our mission is to promote world peace and friendship by contributing to capacity-building and projects that are hands-on, grassroots-driven, and lasting. We work for the wellbeing and prosperity of vulnerable rural populations through the collaboration of professional American volunteers.

This is a full time position based in Barranquilla, responsible for identifying training towns/sites and the selection of appropriate Host Families for the Volunteers (Trainees). Find appropriate venues in order to carry out sector training activities. Coordinates all training logistics including the Trainee transportation and provision of AV equipment. Works with the Training Manager and GSS, and finds appropriate PST venues in order to carry out training activities and assists in procurement. S/he coordinates with the administrative department to provide Trainee allowances (family payments, per diem, etc.) and delivers payment to PST host families. The TFLA supports the analysis of the continuity of using training towns, host families, venues and any other training requirement. S/he prepares a report about the host families, host family-trainee relationship, and the trainees' behavior while living with assigned host family. The TFLA seeks strategies to maintain Training host families and serves as back-up to the Host Family Coordinator. This is a physically demanding position. Travel will often require working into the evening or weekend hours and/or overnight stays. The TFLA will often be required to travel alone or in groups (driving Trainees)

**Qualifications and requirements:**

- **Education:** A Bachelor's Degree in a field related to the position: Technical (3 years title) in Administration or related areas
- **Prior work experience:** Three or more years of experience in a similar position including budget management and coordinating logistics.
- **Knowledge / Skills:** Interpersonal and communicative skills with local and foreigner, and host families. Event logistics coordination skills. Project management skills such as communication, scheduling, task management, organization, and deadline adherence. Interest in the utilization of new technologies such as tablets, eLearning resources, and software. Computer proficiency in Microsoft Office.
- **Desired:** Experience in using Learning Management Software (Ex: Moodle, Google Classrooms, Canvas, Blackboard) to design online learning modules.
- **Languages:** Native Spanish and Intermediate English level required
- Willingness/availability to travel throughout the country with little notice;
- Must be able to successfully pass a security background check.
- A valid driver's license, minimum of 2 years (recently) driving automobiles frequently and availability to travel out of the city for several days

**Salary:** COP \$34'470.964 annual basic salary (before discounts and benefits)

\*\* Applicants must be ordinarily residents or have the required work and/or residency permits to be eligible for consideration.

***Only applications in English will be considered.*** Cover letter and CV in Pdf or Word with Subject “TFLA” must be sent to [co-jobs@peacecorps.gov](mailto:co-jobs@peacecorps.gov) ***before February 7<sup>th</sup>, 2021***