



STATEMENT OF WORK

POSITION: **Executive and Communications Assistant**

WORK HOURS: Full-time: 44 hours/week

1. Background

a. Summary of Position: The primary responsibility of the Executive and Communications Assistant (ECA) is to provide administrative support to the Country Director (CD) and serve as the point of contact for all Peace Corps Liberia communications needs. The ECA takes on a wide variety of administrative tasks on behalf of the CD to allow their efforts on the programmatic and managerial priorities of Peace Corps Liberia. The ECA will also be responsible for ensuring that Peace Corps Liberia has a lively social media presence and is well represented with the Liberia government, partner organizations, and potential Peace Corps Volunteers.

b. Country Program: Peace Corps is an autonomous, international agency of the United States Government with operations in over 60 countries. It operates in Liberia by the invitation of the Government of Liberia and has memoranda of understanding that outlines broad areas of agreement of cooperation regarding the work of Peace Corps Volunteers in Liberia. Volunteers are assigned to government and non-government agencies and organizations, community-based organizations, universities, colleges and schools who partner to enable Volunteers to provide capacity building in health, literacy, math and science education as well as building cultural understanding between Americans and Liberians.

c. Reference Materials: Peace Corps Manual, PC Style Guide, OCIO Website Post handbooks and procedures and other relevant guidelines.

2. Major Duties and Responsibilities:

Functional Area # 1 Executive Assistant to the Country Director

- Provides administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the CD's behalf.
- Prepare official correspondence for Peace Corps/Liberia. Maintains electronic and/or hard copies of official correspondence.
- Correctly names, organizes, and maintains all digital and paper files of the executive office in the file structure defined by the organization. Follows all relevant records management guidance.
- Organizes meetings for the CD, including scheduling, sending reminders, drafting agendas, and taking meeting minutes. and event organizing when necessary.
- Receives, screens, logs, and routes correspondence for the executive office. Responds to invitations and correspondence upon direction by the CD.
- Participates in the organization and preparation of meetings (senior staff, all staff, external visitors, outside events, etc.); records and distributes minutes.

- Coordinates planning and organization of official events and serves as CD's representative on planning committee meetings.
- Acts as primary liaison with US Embassy on protocol and communication matters.
- Maintains contact lists of senior officials (government, diplomatic corps, development agencies, businesses, etc.)
- Upon the direction of the Country Director, organizes meetings with high-ranking officials and representatives of counterpart organizations.

Functional Area # 2 Management of PC Liberia Website and Social Media

- Serves as one of post's official website publishers/editors. Works with relevant stakeholders to ensure website content is accurate and up to date.
- Ensures that Peace Corps/Liberia maintains a lively social media presence. Gathers content from relevant stakeholders (including staff and Volunteers) to provide frequent social media postings that address the relevant audiences for Peace Corps Liberia.
- Develops and follows a social media strategy to promote Peace Corps Liberia both within Liberia and in the United States.
- Works with information technology team to develop videos, slide shows, or other digital content.
- Encourages staff, Volunteers, and other stakeholders to submit photos and videos that capture the Peace Corps Liberia experience. Maintain a searchable database of materials for future use.
- Provides quality control of all external publications (written or digital) to promote a consistent, positive image for Peace Corps Liberia.

Functional Area # 3 Official Publications and Communications

- In coordination with the Monitoring, Evaluation, Reporting and Grants Coordinator (MERC) and other appropriate staff, formats and designs newsletters, social media content and other publications in English for distribution to stakeholders, prospective Volunteers, staff, and HQ.
- Designs, updates, and prints Peace Corps brochures and other external publications.
- Develops informational PowerPoint to introduce Peace Corps to external or internal audiences for various presentations and platforms.
- Prepares welcome packages for visitors and making other documents or publications upon request.
- Reviews all externally facing documents to ensure consistency with Peace Corps branding guidelines, messaging, and professionalism.

Functional Area #4 Safety and Security

- Safety and Security of our volunteers is Peace Corps' number one priority. All staff, including this position, has a role in the Volunteer and Trainee (V/T) safety support system. The contractor shall become familiar with Peace Corps Manual Section 270 (Volunteer/ Trainee Safety and Security) and the Emergency Action Plan at Peace Corps Liberia, including the role of this position in an emergency situation. Contractor shall become familiar with protocols for reporting and responding to safety and security incidents and report all safety and security concerns expressed by V/Ts to the Safety and Security Manager, and CD as soon as possible. When appropriate, the contractor shall support Safety and Security for V/Ts by assisting them to adopt culturally appropriate lifestyles and exercise judgment that promotes safety and reduces risk in their home, at work, and while traveling in Liberia.

- Contractor immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director (CD). Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons, or articles.

Other

- Performs other duties or assignments, when deemed necessary by the Country Director, for the successful implementation of Peace Corps programs and operations in Liberia.
- Serves as back-up support for and/or carries out the duties and responsibilities of XXX when deemed necessary by the Country Director for the successful implementation of Peace Corps programs and operations in Liberia.
- **COVID-19 and Other Flexibilities** If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/Liberia, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers. This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

4. Roles and Responsibilities:

- This position is located in the Office of the Country Director and is supervised by the Country Director.
- This is not a supervisory position. This position has daily contact with PC staff, Volunteers and the general public.
- This position collaborates with local organizations, media outlets, and Peace Corps to promote the mission of PC Liberia. This position provides a high level of customer service to all.
- Occasional Money Handler/Holder: May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training sites, or other locations as directed by the Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor 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 Contractor 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 OCO. (See OFMH 13)

5. Logistics:

The Communications Specialist/ Executive Assistant will primarily be stationed at the PC/Liberia Monrovia office with occasional travel around Liberia to accompany CD for official meetings and to document PC projects and programs in the field.

6. Level of Effort:

The incumbent's work week shall not be less than 44 hours. At times, due to the nature of the work, the incumbent may be required to travel and work nights/weekends/holidays and/or to carry a duty phone when necessary.

7. Minimum Qualifications:

- Education: Minimum of a University degree, equivalent to a bachelor's degree, in any field.
- Prior Work Experience: At least three years of professional experience in an administrative or assistant position.
- Professional level fluency in written and spoken English.
- High level of computer fluency in Microsoft Office Suite of programs, including Word, Excel, and Outlook
- Must be able to operate general office equipment such as copiers, printers, computers, cell phones, and others.
- Strong written communication skills
- Must have valid work and/or residency permits allowing work in Liberia.

8. Desired Qualifications

- Education: Bachelor's degree or higher in communications, administration, social sciences, or related field.
- Experience in developing social media campaigns or posts for an organization.
- Experience drafting and/or writing the content for official communications (letters, reports, publications) for an organization.
- Experience designing publications/reports for an organization.
- Knowledge of Canva, Publisher, Adobe Illustrator, or other design software