



Vacancy Announcement

POSITION: **Executive and Communications Assistant (ECA) – Temporary position**
OPENING DATE: June 1, 2026
CLOSING DATE: June 12, 2026

The United States Peace Corps is a US Government Agency which has been operating in El Salvador since 1962. Since its launch, more than 2,300 Peace Corps Volunteers have supported community and youth development projects across El Salvador. After a multi-year absence from the country, Peace Corps reopened its office in San Salvador in 2023 at the invitation of the Government of El Salvador. Peace Corps Volunteers (PCVs) work alongside community members on locally prioritized projects that build relationships, promote knowledge exchange, and make a lasting and measurable impact.

Peace Corps El Salvador (PC/SV) seeks a full-time (40 hours per week) Executive and Communications Assistant (ECA) for a temporary position (12 months). The ECA provides administrative and communications support to Peace Corps El Salvador, including providing executive support to the Country Director (CD) and managing internal and external communications, organizing meetings/visits. The ECA manages the Post's print and electronic communications, as well as the Post's web presence. The ECA liaises with various U.S. Mission agencies, non-governmental organizations, and host country agencies regarding Peace Corps' programs and projects.

The ECA is responsible for supporting all of post's public-facing electronic and print communications. In collaboration with Post staff and Volunteers, the ECA identifies, develops, edits, and posts content to promote, foster, and support relationships with key stakeholders in El Salvador and the United States. The ECA responds to messages and inquiries on behalf of the Country Director and maintains the Country Director's calendar.

Responsibilities:

- Supports the Country Director by managing communications, correspondence, scheduling, travel, and internal information flow.
- Coordinates meetings and engagements with the U.S. Embassy, partner agencies, and internal staff.
- Organizes All Staff, senior staff, and official post events, preparing required materials and documentation.
- Maintains electronic records, Volunteer files, and contact databases, drafts and edits correspondence and internal communications in English and Spanish.
- Provides translation, note-taking, and administrative support; coordinates Volunteer–staff committee logistics.
- Maintains the Volunteer Service Handbook and schedules exit interviews.

- Leads the post's communication strategy, ensuring branding compliance and producing multimedia and written content for digital and print platforms.
- Maintains organized media files; collaborates with stakeholders to highlight impact stories; manages media relations and social media monitoring.
- Publishes content for websites, social media, and official reports; co-leads the Communications Committee.
- Tracks recurring tasks and policy requirements.
- Monitors and updates the status of OIG, Safety and Security, and Health Services recommendations.

Minimum Qualifications:

- Current Salvadoran citizen, resident, and/or work permit holder.
- Education: University degree in Liberal Arts, Communications, Management, or related degrees.
- Prior Work Experience: Minimum of five years of experience in administrative support, executive assistance, communications, writing and/or public relations, preferably in an international organization or NGO, or comparable environment.
- Language Proficiency: Fluency in Spanish and English is required.
- Driving: Must have a valid driver's license for at least two years. Must be able to obtain and maintain a medical clearance for suitability. Must be able to operate a four-wheel drive vehicle in remote locations.
- Travel: Must be willing and available to travel independently in El Salvador. This may include both single-day travel activities and overnight stays away from the assigned duty station for multiple days at a time.
- Knowledge: Good working knowledge of – (a) Policies and protocols for internal & external communication and public relations, (b) records management, (c) events management, (d) social media management and leveraging social media for effective outreach and communication, and/or (e) volunteerism.
- Skills and Abilities: Excellent organizational and administrative skills with strong attention to detail; experience preparing reports, presentations, briefings, and official correspondence; high proficiency in Adobe Creative Suite, Canva, basic HTML, social media management platforms, MS Teams, Zoom, and Google Analytics. The candidate should also have proven capacity to manage multiple projects simultaneously and deliver timely, high-quality results, along with strong initiative, sound judgment, and the ability to anticipate needs, offer recommendations, and collaborate effectively across organizational units.
- Excellent intercultural and interpersonal communication skills; the ability to work in a multicultural environment.

Compensation/Benefits:

- The minimum base compensation for this position is \$20,280.00 (equivalent of an FSN-8).
- Compensation is negotiable within a pre-determined range, based on salary history and experience.
- Benefits include annual leave and sick leave, paid holidays, life/accident/disability insurance, health insurance for you and eligible dependent family members, retirement benefits, Christmas and vacation bonuses, and other miscellaneous benefits.

To apply, please submit the following documents in English:

1. Cover letter: Include a brief introduction, your interest in the position, and a summary of your relevant experience.
2. Resume: Highlight your experience, skills, and relevant certifications
3. If you have ever served as a Peace Corps Volunteers or staff member, please indicate the position and dates on your application.

Application deadline: June 12, 2026

Send your application to SV-Vacancies@peacecorps.gov with the subject "Executive and Communications Assistant-[Your Full Name]." Only shortlisted candidates will be contacted for an interview. More than one position may be filled from this announcement. The Statement of Work is available upon request.

Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (except when the applicant is beyond the mandatory retirement age), disability, or genetic information.

- The anticipated contract will be for a base period, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.
- The awarding of a contract will be contingent on availability of funds, reference checks, and background check.
- Peace Corps reserves the right to not evaluate or to withhold an offer of a contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member.
- Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- Individuals will be required to follow any workplace health and/or safety rules indicated for their position – including complying with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- The individual may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG Agency, a Peace Corps Headquarters office, or with a post other than the post of assignment.