

Position Title:	Director of Programs
Reports to:	Executive Director
Institution:	U.S.-Mexico Commission for Educational and Cultural Exchange (COMEXUS/FulbrightGarcía Robles)
Location:	Mexico City, Mexico
Salary:	Commensurate with experience
Deadline:	Open until filled

COMEXUS Job Description: Director of Programs

Job Description:

The U.S.-Mexico Commission for Educational and Cultural Exchange (COMEXUS), created in 1990 by means of a bilateral agreement signed by both governments, administers the Fulbright-García Robles grant programs for Mexican and United States citizens with the mission of promoting mutual understanding between both countries by means of educational and cultural exchanges. The Director of Programs works in conjunction with the Executive Director to manage the Fulbright-García Robles Programs and COMEXUS activities. The Director of Programs helps the direction, supervising Program Officers, and other staff according to the directives of the Board of Directors. The Director also will coordinate communication with Educational and Cultural Affairs (ECA)/State Department, Embassy, Government of Mexico and Cooperating Agencies, to ensure a smooth and timely administration of all COMEXUS activities.

Description of Functions and Responsibilities

Work closely with Program Officers to manage and supervise implementation of all programs:

- Conduct weekly meetings with Program Officers.
- Report directly to Executive Director about programs based on weekly meetings.
- Maintain communication between Administrative and Program areas within COMEXUS.
- Trouble-shoot problems with grantees and program Officers.

Supervise and help coordinate the interview process and meetings:

- Help contact academic experts for panel reviews.
- Ensure proper documents and lists are available to interview committees.
- Work with Program Officers to plan the selection panels.
- Review applications to prepare for interview panels.

Help prepare documents for Academic and Executive Board meetings. Attend, participate and provide relevant information in meetings.

As required, work with Executive Director to help plan and participate in Board meetings (eg: Mission and Vision & quarterly Board meetings in MX & US) and staff “retreats” and professional development courses. As required, attend orientation and planning meetings in Washington, DC, and other sites.

U.S. Grantees Programs: Work closely with Program Officers to:

- Participate in the selection of U.S. grantees and matching them to Mexican host institutions.
- Help plan and implement the content and logistics of orientation programs.
- Maintain frequent communication with external contacts: Cooperating Agencies, Embassy, Educational and Cultural Affairs (ECA)/State Department, Higher Education Institutions, Secretaría de Relaciones Exteriores (SRE), Secretaría de Educación Pública (SEP), etc.

Mexican Grantee Programs: Work closely with Program Officers to:

- Participate in the selection panels to interview candidates.
- Plan and participate in orientation programs for Mexican grantees
- Maintain frequent communication with external contacts such as Cooperating Agencies, Embassy, ECA/State Department, Higher Education Institutions, SRE, SEP, etc.

Teacher Exchange Programs: Work closely with Program Officers to: Participate in the selection of teachers for the Exchange Program.
Maintain good communication with external offices and schools.
Participate in the orientation program for Mexican (SEP) teachers
Supervise planning and implementation of courses for SEP teachers

Support communication with SEP, SRE, U.S. Embassy, and higher education institutions. Maintain frequent and good communication with these offices regarding COMEXUS programs and grantees.

Serve as liaison for communication between Program Officers at COMEXUS with program contacts at cooperating agencies and ECA staff in Washington, D.C. Maintain communication with Fulbright cooperating agencies depending on program and grantee needs and issues.

Supervise and coordinate with Outreach Officer promotional presentations (in Spanish and English) about COMEXUS' programs at Mexican and U.S. institutions and universities and at conferences such as MEXTESOL and NAFSA as well as production of promotional materials and design of annual reports and board meetings materials.

Assist Executive Director in planning meetings, writing reports, facilitating communication between Program and Administrative teams within COMEXUS, and attending events and meetings outside of the office to promote exchange programs.

Reporting Mechanisms:

- Report directly to Executive Director at COMEXUS
- Supervise and work closely with Program Officers
- Maintain frequent contact with Executive Assistant to coordinate information
- As requested by US government: ECA, Embassy
- As requested by Mexican government: SRE and SEP
- As requested by the COMEXUS Executive Board

Qualifications:

- Graduate degree in Education, Project Administration, International Relations or related.
- Minimum 8 years of professional experience, preferably in international education, program management or a related field. Good knowledge of the Mexican and US Higher Education systems.
- Minimum 5 years of experience in management and in direct staff supervision.
- Experience living, working or studying abroad.
- Excellent skills in multi-tasking, problem solving, time management, event planning and the ability to work in a team environment.
- Effective personnel and budget management skills.
- Strong public relations and customer service skills
- Excellent staff management skills.
- English and Spanish language fluency required.
- Strong interpersonal communication, analytical, written, and oral presentation skills with the ability to communicate cross culturally in a binational setting.
- Demonstrated ability to use Microsoft Office (Outlook, Word, Excel, Access and PowerPoint); spreadsheet and database management skills necessary.
- Demonstrated ability in social media management.

The position will open until filled. Selected candidate should be ready to start employment immediately selection. Candidates should send their CV and Letter of Intent that includes a range of salary expectations to alma.calderon@comexus.org.mx