COUNTRY REPRESENTATIVE

The Country Representative for Estonia is responsible for both operational and programmatic matters, serving as the point of contact for the American Councils Estonia Office. Specifically, the Country Representative works directly on the implementation of programs while providing overall office oversight. This position reports to the American Councils Regional Director located in Vilnius, Lithuania and works in close coordination with Washington-based program managers.

JOB RESPONSIBILITIES:

Program Administration:
- Year-round program recruitment, including contacting schools, online promotion, and maintaining a social media presence in local language(s) and English
- Working with schools and local government officials to secure testing locations
- Coordinating and assisting with program recruitment, including student testing, interviews, parent meetings, and application processing
- Conducting informational meetings for program participants and their parents
- Assisting with international travel for students
- Providing on-program support for program participants and their parents throughout the year in coordination with Washington support staff
- Periodically meeting with and updating U.S. Embassy staff on program events
- Communicating with alumni and supporting alumni events and programming

Administration and Financial Duties:
- Maintaining relationships with local and U.S. government authorities and other local partners
- Responding to inquiries and correspondence office related to program, financial, and administrative matters
- Monitoring outgoing and incoming funds and providing necessary financial reporting and analysis of program expenditures, preparing monthly budget requests and processing all financial payments in a timely manner
- Office and program administration, ensuring correct interpretation and implementation of administrative rules and procedures of American Councils in the context of local laws
- Contributing programmatic and statistical content for proposals
- Cultivating new development initiatives