

**JOB ANNOUNCEMENT: Program Specialist Full-time in Brasilia**  
**Closing date: Friday, September 6<sup>th</sup>, 2019**

The Program Specialist will carry out various activities under direct supervision of the Director of Programs supporting the implementation of exchange programs and their grantees before, during, and after their stay in Brazil or the US. Principal duties include, but are not limited to:

- Support daily grant operations, including the selection processes, implementing payment schedules, controlling receipt of documentation, updating internal databases;
- Communicate with candidates and grantees annually about selection process issues country and grant-implementation issues such as document analysis and compliance with Program Policies, etc.;
- Help with logistics related to annual Grantee Orientation and Enhancement seminars;
- Take on special projects at the request of the Director of Programs.

**Desired qualifications:**

- University degree, preferably in Education, International Relations, Administration, or similar fields;
- Minimum of three years of professional experience;
- Excellent writing and speaking skills in both English and Portuguese;
- Excellent computer skills (especially with Microsoft Excel);
- Knowledge of the U.S. and Brazilian educational systems, as well as general understanding of cultural, social and diplomatic customs of both countries is desirable;
- Ability to work with young students from diverse backgrounds as well as scholars;
- Relevant international experience (studying, working, living) preferred.

**Location:**

Fulbright Commission Brasil headquarters in Brasília-DF

**Selection:**

Candidates may apply at: [fulbrightsys.com.br/web/?app=sgp](http://fulbrightsys.com.br/web/?app=sgp), NO LATER THAN SEPTEMBER 6<sup>TH</sup>, 2019, attaching the following three items:

- a) One-page resume (in Portuguese)
- b) Cover Letter (in English, max. 500 words), including your salary expectation
- c) 30 seconds video, with a personal statement, in English, answering the question: Why do I want to work at Fulbright Commission Brasil?

What we do?

The Educational and Cultural Exchange Program of the Government of the United States was created in 1946, by law of Senator J. William Fulbright, and aims to expand the understanding between the United States and other countries. Throughout its existence, the program has awarded more than 370,000 scholarships, research and education for US citizens and other 150 countries.

In Brazil, the Fulbright Program was created in 1957, an international organization linked to the governments of Brazil and the US, called the Fulbright Commission. The Fulbright awards have led more than 3,500 Brazilians to study in the United States and brought nearly 3,000 Americans to Brazil. The Fulbright offers scholarships for graduate students, teachers and researchers who want to make a difference in their communities through research and knowledge. <http://fulbright.org.br/>