

Job Announcement: Program Officer in São Paulo office
Temporary position (“*contrato temporário*”)

Full-time

Application closing date: May 31st 2022

The Program Officer will carry out various program management initiatives to support Fulbright U.S. grantees in Brazil before, during, and after their stay in Brazil. Primary duties include, but are not limited to:

- Liaise with program stakeholders to administer Fulbright programs nationwide.
- Oversee daily grant operations such as implementing payment schedules, controlling receipt of documentation, and updating database.
- Communicate with grantees about the country and grant-related issues such as payment schedules, accident and sickness coverage, the federal police registration, and compliance with the Fulbright program policies.
- Create content for the annual grantee arrival orientation and mid-year seminars and help with the seminars' organization.
- Carry out additional duties and tasks to meet the organization's needs, team, or as assigned by supervisor.

Required Background and Skills:

- Excellent writing and speaking skills in both English and Portuguese.
- University degree, preferably in Languages, Linguistics, Education, International Relations, Administration, or similar fields.
- Minimum of two years of related experience.
- Proficiency in Microsoft Office products.

Desired Background and Skills:

- Knowledge of the U.S. and Brazilian educational systems, as well as a general understanding of the cultural, social, and diplomatic customs of both countries.
- Strong time management, multitasking, and organizational skills.
- Outstanding interpersonal and intercultural skills.
- Ability to speak and write clearly and effectively and draft/edit various correspondence and other communications, reports, etc.
- International experience (studying, working, living) preferred.

Location:

Fulbright Commission branch office in São Paulo SP. Possibility of one day of telework per week.

Duration of contract and Salary:

The selection for this position is for a limited period, nine months at the most, to cover parental leave, complying with the requisites of “*contratação temporária*” under de Brazilian labor law. The monthly salary is R\$ R\$7,022.49.

Application:

Candidates can apply by sending an email to jobsp@fulbright.org.br no later than May 31st, 2022, and must submit the following items, **all in English**:

- One-page resume.
- Cover letter (max. 500 words).
- A 30-second video, with a personal statement, in English, answering the question: Why do I want to have this work experience at the Fulbright Commission Brazil?
- Please type **Program Officer Application** in the subject line.

Who we are:

The Educational and Cultural Exchange Program of the Government of the United States was created in 1946 by the 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. We are an international organization linked to the governments of Brazil and the U.S. known as the Fulbright Commission. Fulbright awards have taken more than 3,500 Brazilians to study in the United States and brought nearly 3,000 Americans to Brazil. We offer scholarships for students, teachers, and researchers who want to make a difference in their communities through research and knowledge: <http://fulbright.org.br/>