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| **International Organization seeks** |
| **TRAINING FAMILIES & LOGISTICS ASSISTANT - TFLA** |
| Full time position, work primarily at the Training Center of Santo Tomás with extensive travel around that area expected.Responsible for identifying training towns/sites and the selection of appropriate Host Families for the Volunteers (Trainees). Find appropriate venues in order to carry out sector training activities. Serve as support to Program and Training Specialist (PTS) in the coordination of sector specific related activities which will lead to an effective training. Reproduce materials, distribute tools, transport, assemble and disassemble equipment, prepare venues for event. Coordinate all training logistics, venue payment negotiations, etc. Coordinate with the administrative department in identifying periodic requirements for Trainee financial support (family payments, per diem, etc.) and deliver payment to host families. Carry out logistics of training activities, including Trainees transportation, provision of AV equipment in good working order, assists in procurement of conference sites, assists in negotiations of charges for services at such sites. Seek out strategies to maintain Training host families. Serves as back-up to the Host Family Coordinator. This is a physically demanding position. Travel will often require working into the evening or weekend hours and/or overnight stays. The TFLA will often be required to travel alone or in groups (driving Trainees)**Qualifications and requirements:*** **Education**: A Bachelor’s Degree in a field related to the position: Technical (3 years title) in Administration or related areas
* **Prior work experience**: Three or more years of experience in a similar position including budget management and coordinating logistics.
* **Knowledge / Skills:** Interpersonal and communicative skills with local and foreigner, and host families. Event logistics coordination skills. Computer proficiency in Microsoft Office.
* **Languages:** Native Spanish and Intermediate English level required
* Willingness/availability to travel throughout the country with little notice;
* Must be able to successfully pass a security background check.
* A valid driver’s license, minimum of 2 years (recently) driving automobiles frequently and availability to travel out of the city for several days

\*\* Applicants must be ordinarily residents or have the required work and/or residency permits to be eligible for consideration.***Only applications in English will be considered***. Cover letter and CV in Pdf or Word with Subject “TFLA” must sent to **co-colombiapc@peacecorps.gov** ***before July 28, 2019***  |