

PRO-telligent, LLC is seeking a full-time contractor to work in the Family Liaison Office (FLO) of the State Department. The incumbent serves as Program Specialist in the Employment Section in FLO.

This position reports to the Employment Program Officer.

Major responsibilities include:

A. Manage the Family Member Training Portfolio to include advising family members on training opportunities at FSI, administering pre-tests and processing registration requests and tuition waivers. Compile program reports, producing statistical analyses to track program activity, and developing new program materials.

B. Manage Employment mailboxes, providing guidance and information on in-mission and federal employment . Conduct research, draft guidance, and develop resources for clients on in-mission and federal employment; local employment overseas, home-based business, and teleworking.

C. Provide back-up to manage "The Network," FLO's employment listserv, developing job leads and marketing the program to hiring officials, HR staff and family members.

E. Provide information and referral on a wide range of overseas and domestic employment opportunities.

Qualifications: US Citizen family members, including members of household, with a minimum 3 years of experience living in a Foreign Service community abroad. Awareness of and sensitivity to the employment issues facing Foreign Service family members in a mobile lifestyle. Good judgment, analytical, able to manage information on confidential basis and eager to provide administrative support to the program at a professional level. Strong written communication skills including ability to format letters, cables, email messages, and to edit for spelling, punctuation, and grammar. Must be able to handle multiple tasks under time constraints, prioritizing appropriately. A team player with excellent customer service skills, positive, energetic and used to working in a fast moving work environment . Suggested specific software qualifications include Microsoft Office (especially Excel), Microsoft Viso, Yahoo groups, Adobe Acrobat and Website management skills.

To apply, please submit a resume and any other supporting information to PRO-telligent, LLC's Human Resource Manager, Melissa Cordes, at CordesME@pro-telligent.com.
