



POSITION:	PROGRAM ASSISTANT - YOUTH IN DEVELOPMENT (YIND)
REPORTS TO:	PROGRAM MANAGER- YIND
WORKWEEK:	40 HOUR, 5 DAY WORK WEEK (IN EMERGENCIES OR ON OCCASIONS MAY BE ASKED TO WORK IN ADDITION TO OR OUTSIDE STANDARD WORKING HOURS, ESPECIALLY IF UP-COUNTRY)
BASE ANNUAL SALARY:	ANNUAL SALARY RANGE BEGINNING FROM THB <u>551,039.00</u> +
DUTY STATION:	PEACE CORPS OFFICE, BANGKOK (DUSIT DISTRICT) (DOMESTIC AND INTERNATIONAL TRAVEL AS REQUIRED)

Position Summary: The Youth in Development (YinD) projects are designed and implemented so that Volunteers and Thai community partners collaborate closely on shared goals and objectives. The Program Assistant (PA) plays an important role in helping the Program Manager (PM) and Program Training Specialist (PTS) ensure continuous improvement and innovation in the quality of the projects.

This position supports the overall planning, coordination, and delivery of activities under Peace Corps Thailand's Youth in Development Project, with a focus on furthering volunteer work on youth centered projects and education. The Program Assistant works under the supervision of the Program Manager and collaborates closely with the Director of Programming & Training (DPT), the Training Manager (TM), and other staff members.

Responsibilities include helping identify appropriate and effective sites for Peace Corps Volunteers; assisting with training and offering constructive feedback to Volunteers and Trainees; coordinating with Royal Thai Government (RTG) counterparts such as the Thailand International Development Cooperation Administration (TICA) and the Department of Local Administration (DLA); monitoring and reporting on Volunteer projects and activities; providing support to Volunteers in their communities; and contributing to efforts that promote Volunteer safety and security.

Major Duties and Responsibilities include, but are not limited to, the following:

Project Development and Management

- Supports the Program Manager, Director of Programming & Training, and other team members in strengthening and sustaining the YinD project to ensure it meets the needs and priorities of the Royal Thai Government and local communities. Responsibilities include clarifying the technical areas to be addressed, refining or updating project goals and objectives, assisting in identifying and cultivating suitable community partners, and monitoring Volunteer progress toward their individual project objectives.

- Assists the Program Manager in maintaining effective communication and positive working relationships with RTG agencies regarding programming and training matters. Keep an updated directory of RTG contacts and partner organizations.
- Works with the Program Manager to identify and develop potential Volunteer assignments through site visits and related outreach. Initiates and maintains communication with potential host schools and partner organizations. Clearly presents Peace Corps Thailand's development philosophy and the role Volunteers play to RTG institutions, supervisors, school personnel, co-workers, host families, and other community members. Assesses and negotiates the suitability of assignments, housing and work conditions, safety and security considerations, supervisor engagement, and overall community involvement.
- Represents Peace Corps in meetings and events with governmental agencies at all levels (national, provincial, district, and commune) as well as with non-governmental, public, and private organizations to advance the goals of Peace Corps and the YinD project.

Training Support

- Defines clear, integrated competencies for YinD Trainees that support effective service as Peace Corps Volunteers and ensure they are prepared to implement project activities at their sites.
- Follows the guidance of the YinD Program Manager, facilitates technical sessions during Pre-Service Training (PST), In-Service Training (IST), and additional program events to strengthen Volunteers' technical skills and promotes successful execution of YinD project goals.
- Contributes to the creation, revision, and ongoing improvement of technical training materials, including curricula, session activities, facilitation notes, and instructional resources. Ensures all content aligns with project priorities and Volunteer learning needs, and coordinates closely with the Program Manager during development.
- Assists in planning, organizing, and evaluating IST events. Responsibilities include preparing session plans based on Volunteer and partner needs; developing and delivering training activities; identifying appropriate guest speakers, trainers, and support resources; conducting follow-up with participants; and assessing training effectiveness both during the event and through observation of Volunteer application in the field.
- Works with the Admin Team to estimate and monitor training budgets, manages administrative documentation, and serves as a liaison between the YinD program and administrative staff.

Volunteer Support

- Travels throughout the country to build and maintain strong working relationships with partner organizations, host families, and community stakeholders. Conducts regular Volunteer site visits to offer guidance, support counterpart relationships, monitor performance, and reinforce Volunteer safety and security. Document all visits and outcomes in timely site visit reports.
- Supports Volunteers in strengthening their job performance and adjusting socially and culturally by offering cultural context, guidance, and referrals to relevant resources. Provides information on policies, procedures, safety and security considerations, and administrative matters, in collaboration with the Program Manager and Director of Programming & Training.

- Coordinates with Safety and Security staff and other relevant personnel to help ensure Volunteers have safe and secure living and working environments. This includes informing host organizations, host families, and community members about safety and security expectations and collecting relevant information to support assessments.
- Provides advice to senior staff regarding Volunteer needs and issues. Refers Volunteers to appropriate staff members when concerns require specialized attention.
- Processes Volunteer travel and leave, including reviewing requests, tracking leave balances, managing reimbursements, and handling required documentation.
- Maintains accurate and current records for Volunteer and site management processes, including site development, site visits, Volunteer housing information, and Volunteer contact details, in accordance with agency standards.
- Assists with planning and logistical arrangements for site visits, counterpart workshops, and host family orientations.
- Manages the post's physical resource library, ensuring proper inventory, tracking, and training on available material

Project Monitoring and Evaluation

- Supports monitoring, reporting, and evaluation activities for Peace Corps Thailand's YinD project by training staff and Volunteers on monitoring and evaluation (M&E) systems and procedures, analyzing Volunteer-reported data, summarizing findings, identifying opportunities for improvement, tracking progress toward project objectives, developing appropriate data collection tools, and helping refine project frameworks, objectives, and indicators.
- Monitors Volunteer reporting (VRG) to ensure timely submission and data quality. Provide constructive feedback to Volunteers, Program Managers, and the Director of Programming & Training.
- Coordinates with M&E contacts in Peace Corps Washington for guidance on systems, requirements, and best practices.

Other Duties and Activities: May perform other duties as assigned by the Country Director, Director of Programming and Training, and/or Program Manager for the successful implementation of Peace Corps program and/or operations in Thailand

Safety and Security

Per Manual Section 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents.

Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Assists Program Managers to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.). Reviews and references site history files when evaluating potential sites. Incorporates appropriate site-specific safety and security-related information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and

security. Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer, as needed. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Occasional Money Holder

The PSC may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC Trainees or Volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

COVID-19 and Other Flexibilities

If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/Thailand, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director (CD), to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

Required Qualifications:

- Bachelor’s degree in political science, social science or other relevant degree
- At least 3 years’ experience working on project implementation in development field
- Computer skills including word processing and spreadsheet programs
- Excellent command of Thai and English, both spoken and written
- Ability to work independently with little supervision
- Positive attitude towards leadership, collaboration, public service
- Strong cross-cultural and interpersonal skills
- Ability to work on a regular Monday through Friday schedule with occasional evening and weekend hours when necessary; willingness to accept frequent travel assignments; willingness to live at training site during PST.
- Ability to Travel up to 40% of time.

Other Information, including Benefits:

- Expected Start Date: After successful completion of professional reference checks, US Embassy background check, a medical clearance
- Insurance: Group Health Insurance, Life Insurance, and Workmen Compensation
- Bonus: Eligible for 13th month bonus
- Paid Holidays: Approximately 20 paid holidays/year
- Annual Leave: 11 annual leave (paid personal vacation) days/year to start
- Salary: Salary is negotiable within pre-determined range, based on salary history
- Travel Allowance: Receives money for meals and incidentals when traveling outside of Bangkok
- Training: Staff development funds and training opportunities as available

Application Period: now – September 15, 2026

How To apply: Submit cover letter, resume and Peace Corps Application Form ([download here](#)) to ThailandJobs@peacecorps.gov during the application period listed above. Failure to provide above requirements may result in disqualification for this position.

Eligibility Clarification:

- Thai Citizens
- Only short-listed candidates will be contacted
- One or more positions may be filled from this announcement.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age of 60 years old), disability, or genetic information.