

Job title: STRATEGIC ENGAGEMENT ASSISTANT
Location: Bangkok, Thailand
Contract type: Full-time
Start: As soon as possible

BACKGROUND

The Fulbright Program is an international academic exchange program founded in 1946 with an ambitious goal — to increase mutual understanding and support friendly and peaceful relations between the people of the United States and the people of other countries. Today, the U.S. government oversees an extensive suite of fellowships and scholarships in partnership with more than 160 countries worldwide, including Thailand.

With a bilateral agreement between the governments of Thailand and the United States, the Fulbright Program was established on July 1, 1950, and registered as the Thailand-United States Educational Foundation (TUSEF) or Fulbright Thailand. The TUSEF promotes and oversees academic and scholarly exchanges of Fulbright programs between Thailand and the United States under the direction of the binational Board of Directors. The Fulbright Thailand manages over 13 degree and non-degree programs for Thais and Americans each year.

For more information, please visit the TUSEF website at <https://www.fulbrightthai.org/> and Facebook page at <https://www.facebook.com/FulbrightThailand>.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Strategic Engagement Officer, the Strategic Engagement Assistant will be responsible for alumni engagement and assist in strategic communication and heightening the visibility of TUSEF. S/he will undertake the following tasks:

- Coordinate with the Thai Fulbright Alumni Association (TFA) and the Thailand-United States Alumni Association (TUSAA) in conducting alumni engagement activities.
- Work with Strategic Engagement Officer to manage, maintain, and administer the TUSEF website, Facebook page and other communication channels, and keep these channels active.
- Support the enhancement of TUSEF visibility and resource mobilization.
- Assist in the implementation of partnership/business plan to develop good relationships and continued engagement with grantees and alumni.
- Assist in organizing and preparing the Board of Directors meetings, and coordinating with the TUSEF team to take actions per the Board's directions.
- Serve as an alternate of Strategic Engagement Officer.
- Perform other tasks as assigned and needed to elevate the TUSEF brand.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree from a recognized college or university with a major study in communications, public relations, social sciences, international relations, or a related field.
- At least two years' work experience in communications, public relations, and project management.
- Experience working with government agencies, intergovernmental agencies, academic universities, or NGOs is preferred.
- Proven communication skills, both in written and orally. This includes networking, negotiation, and diplomatic skills.
- Self-starting, ability to take initiatives and work with minimal supervision are required.
- Ability to work both independently and in a team in a multicultural environment is necessary.

HOW TO APPLY

Interested candidates are invited to send an application letter with current and expected salary, and a resume or curriculum vitae in PDF format to tusef+recruitment@fulbrightthai.org with the subject line "**Application for Strategic Engagement Assistant**".

Applications will be reviewed on a rolling basis until filled, with the first round of reviews on **November 22, 2024**. Candidates are encouraged to apply as soon as possible. The TUSEF reserves its rights to offer a Program Assistant position to candidates with less experience. The salary for this position will depend on qualifications and experience and be in line with the budget.

TUSEF is an equal opportunity employer, and does not discriminate based on race, color, sex, language, religion, ethnicity, disability, age, sexual orientation, or gender identity. TUSEF does not charge applicants any fees. While we respect all applications, only the shortlisted candidates will be contacted.

We look forward to receiving your application and considering you for this exciting opportunity within the Fulbright Thailand.