



PEACE CORPS – MOROCCO VACANCY ANNOUNCEMENT

POSITION: Homestay Coordinator
DUTY STATION: Rabat, Beni Mellal-Khenifra
DATE OF ENTRY ON DUTY: September 2021
DATE OF COMPLETION: March 2022
SALARY LEVEL: 300 Dhs per day. Food, lodging, and transportation are provided by Peace Corps

DEADLINE FOR APPLICATIONS: **August 06, 2021**

Position summary:

Peace Corps Morocco is seeking for **(02) Homestay Coordinators** who will be responsible for identifying families to host a Peace Corps Trainee for the duration of the community based training (CBT), and identify appropriate Community Based Training sites for incoming Trainees based on homestay and CBT selection criteria.

The Homestay Coordinator is a key position in identifying families and appropriate training sites for Pre-Service Training (PST). Staff in this position ensures the wellbeing of the Trainees in their homestays throughout PST. The Homestay Coordinator works closely with the Training Teams and assists with different tasks to ensure the smooth operations of the training.

One or more candidates may be selected from this advertisement, based on need and availability of funding.

Duties and Tasks

Preparation Phase:

- Collaborates proactively with local authorities and officials as well as partners and community leaders to identify host families and develop Community Based Training sites for incoming Trainees.
- Identifies, selects, and interviews host families in their homes.
- Visits all families' homes and checks for selection criteria. Runs orientation meetings for the families.
- Participates in and/or conducts orientation meetings at CBTs to orient all homestay families in the PST homestay family program around the following topics: inter-cultural integration (Inter-Cultural Competency, Diversity, Equity, & Inclusion), health and COVID-19 mitigations, and safety and security topics.
- Reports to the Training Manager and other training staff the progress of homestay development on a weekly basis.

Training Implementation Phase:

- Participates in CBT placement meetings to link homestay families with PCTs.
- Ensures a smooth transition of PCTs to new homestay families.
- Regularly visits host families to talk about the wellbeing and progress of Trainees.
- Conducts regular formal and informal meetings with PCTs about their homestay to give and receive feedback on their homestay.
- Conducts regular formal and informal meetings with homestay family members about their PCT to give and receive feedback on the wellbeing and progress of the PCT.
- Communicates regularly with PST staff and supervisor on progress of PCTs and their homestays, ensuring the success of the homestay program and the wellbeing of the PCT.
- Ensures smooth transition for PCTs who need to move homestay families in coordination with the appropriate Peace Corps staff.
- Drafts reports, documents each homestay family's success in hosting PCTs, and makes recommendations for future CBTs and homestay families.



Training Support:

- Participates in PST meetings and contributes homestay and CBT ideas based on assets and challenges in homestay families.
- Responsible for logistics coordination at orientation, hubs, and clusters throughout PST.
- Attends and acts a resource during cultural and technical training as needed.
- Manages effectively Peace Corps resources and materials.
- Acts as a backup Language and Cross-Culture Facilitator (LCF) as needed.

Minimum qualifications required and proven experience in the following:

Required Qualifications:

- Fluency in English (written and spoken).
- Experience working in an intercultural environment.
- Excellent communication skills in English and Arabic and ability to present in both languages.
- Good listening skills and ability to provide feedback.
- Strong organizational and coordination skills.
- Ability to act with diplomacy and tact with staff, Volunteers, Trainees, community members, and local authority figures.
- Ability to work independently and as part of a team.
- Good computer skills including word processing, Excel, internet, and email.
- Moroccan citizenship.

Desired Qualifications:

- Tamazight, Tarifit, or Tashelhit language skills

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the requirements of the position. Submitted material must address each listed requirement. Both Cover Letter and Resume (CV) must be type written and in English and either emailed or mailed delivered to:

Moroccojobs.peacecorps.gov

**2, Rue Abou Marouane Essadi, Agdal
Rabat, 10080**

Only applicants selected for interviews will be notified by telephone and/or email