



Program Coordinator for Data and Finance
Critical Language Scholarship Program
Washington, DC

FLSA STATUS: EXEMPT

PAY BAND: \$53,000 - \$56,000 SALARY/YEAR

POSITION SUMMARY

The Critical Language Scholarship (CLS) Program provides funded, intensive summer opportunities in nine languages critical to U.S. security and prosperity. Available overseas and virtually, the program is open to U.S. undergraduate and graduate students.

Since its inception in 2006 as part of the National Security Language Initiative, the CLS Program has supported more than 10,000 participants, representing all 50 U.S. states, to learn languages of strategic importance.

Based in Washington, DC, the Program Coordinator for Data and Finance supports the financial administration, data management, reporting, and operational coordination of the CLS Program. The position prepares and tracks payments to partners and vendors, administers participant and alumni stipends, maintains procurement and grant documentation, and supports program reporting and data collection activities.

Working closely with the Senior Program Officer for Data and Reporting, the Program Coordinator helps maintain systems for organizing, tracking, analyzing, and communicating information across the program. The position supports the development and maintenance of databases, reporting tools, operational workflows, and program documentation that enable effective program management and decision-making.

The ideal candidate is a detail-oriented and technically inclined professional who enjoys working with data, spreadsheets, systems, and process improvement. Successful candidates will be comfortable learning new technologies and identifying opportunities to improve workflows, information management, reporting, and communication. While experience and interest in international education, study abroad, or exchange programs are desirable, equally important is an aptitude for data management, financial administration, and systems thinking.

The Program Coordinator will work closely with a dedicated team of CLS staff members and report to the CLS Senior Program Officer for Data and Reporting. Limited, occasional travel may be required. The position is hybrid, currently requiring two days per week in the Washington, DC office and additional in-person participation for events as needed.

POSITION DUTIES AND RESPONSIBILITIES

- **Budgeting and Finance:**
 - Prepare expense reports and other financial documentation;

- Prepare payment requests, including wires, check requests, and bank transfers;
- Prepare, request, and track participant and alumni stipends;
- Collect and track procurement documentation;
- Track submission of partner agreements and program budgets; and
- Maintain organized financial records and supporting documentation.
- **Data and Reporting:**
 - Coordinate pre- and post-program language testing schedules;
 - Prepare, distribute, and track program evaluations, surveys, and other data collection activities under the direction of the Senior Program Officer for Data and Reporting;
 - Compile, organize, and verify program data for reports, assessments, and operational decision-making;
 - Support the preparation of program materials and reports, including assembling and formatting documents, appendices, charts, and graphs;
 - Maintain and update program records, databases, and tracking systems.
- **Grant Reporting Support:**
 - Support the Director, Senior Director, and Senior Program Officer for Data and Reporting in the preparation of grant proposals, reports, and other funder deliverables;
 - Collect, organize, and maintain program data and supporting documentation used in grant reporting;
 - Assist with tracking grant expenditures and maintaining financial and program records across grant cycles;
 - Maintain grant-related files and documentation in accordance with organizational records management requirements; and
 - Prepare supporting materials, tables, and appendices for grant reports and presentations.
- **Administrative Support:**
 - Manage contract documentation and tracking;
 - Record, maintain, and update standard operating procedures and other program documentation.
 - Assist with coordinating staff assignments and logistical support for orientations, events, webinars, and panels;
 - Participate in hiring committees and interview activities for short- and full-term staff members as needed;
 - Provide support for program officers on weekly calls, reports, and program summaries; and

- Perform additional duties as assigned.

QUALIFICATIONS

• Required Qualifications

- Minimum of three years of relevant full-time professional experience;
- Bachelor's degree preferred but not required;
- Strong organizational skills and attention to detail;
- Ability to manage multiple priorities and deadlines effectively;
- Ability to work independently while contributing to an overall team effort;
- Effective interpersonal skills and ability to collaborate with diverse stakeholders; and
- Excellent written and oral communication skills in English, including the ability to summarize and present information clearly and concisely.

• Technical and Analytical Skills

- Advanced proficiency in Microsoft Office applications, particularly Excel and Word;
- Demonstrated experience working with spreadsheets, datasets, and reporting tools;
- Experience working with databases, data management systems, survey platforms, or similar information management tools;
- Demonstrated ability to design, improve, or maintain systems for collecting, organizing, tracking, and communicating information;
- Ability to learn and effectively use new technologies, software platforms, and data management systems;
- Interest in exploring and responsibly using emerging technologies, including artificial intelligence tools, to improve workflows, data management, reporting, and communication;
- Strong analytical and problem-solving skills, with the ability to identify process improvements and implement practical solutions;
- Systems-thinking approach, including the ability to understand how data, processes, and stakeholders interact across a complex program; and
- Commitment to maintaining data accuracy, consistency, and quality across systems and reports.

• Preferred Qualifications

- Experience with study abroad, language learning, virtual learning, international exchange programs, or other international education initiatives;
- Familiarity with Airtable, CRM platforms, databases, or other information management systems; and



- Experience supporting budgeting, financial administration, procurement, grants management, or reporting activities.

ADDITIONAL INFORMATION ABOUT THE POSITION

This is a temporary 12-month position, with the possibility of extension contingent on continued funding and program needs.

BENEFITS

This position is eligible for healthcare benefits.

TO APPLY:

Internal candidates select this link and follow the prompts:

<https://www.paycomonline.net/v4/ats/web.php/portal/58AA089E0E2C786B7FE4217373F3BCBD/jobs/336615?jpt=8ef5b4baa365abd1f404701a18433b72>

American Councils is committed to providing employment opportunities for all individuals, in accordance with current federal regulations. Our focus is on ensuring that all individuals have equal access to employment and advancement opportunities based on merit.

American Councils' commitment to employment opportunity is driven by federal requirements, including Section 503 of the Rehabilitation Act (supporting individuals with disabilities) and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) (protecting covered veterans). We also ensure our employment practices comply with all applicable regulations, including E-Verify requirements for work eligibility. We are dedicated to fostering a workplace where all individuals have the opportunity to succeed and grow, in full compliance with federal law.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.