



## **RECRUITMENT NOTICE: Program Manager, U.S.-Libya Business Association**

The USLBA is the only non-profit organization of U.S. companies promoting the commercial and diplomatic relationship between the U.S and Libya. By building relationships with policy makers, key stakeholders and trusted experts, USLBA provides its members with quality research, strategic advice and a platform for direct and constructive communication to better understand the Libyan market and work with both governments to recommend how the U.S. private sector can contribute to Libya's development.

The USLBA is an independent entity led by its members and managed by the National Foreign Trade Council (NFTC), a leading U.S. business organization supporting the rules-based global trading system. The Program Manager position is based in Washington, DC and works collaboratively under the supervision of the USLBA Executive Director and the NFTC.

### **Responsibilities of this position include:**

- Managing the daily activities of the association;
- In collaboration with USLBA leadership, developing and implementing strategies to retain and attract sufficient membership to sustain the organization;
- Creating an engaging program of member activities, with regular meetings with senior officials and experts, and other events, coordinating logistics and following up with written summaries;
- Providing regular member updates on factors affecting the commercial environment in Libya by monitoring English and foreign language media, and consulting with USLBA's network of experts in government, business, NGO's, think tanks and international organizations;
- Analyzing changes to U.S. policies and regulations on Libya;
- Consulting regularly with USLBA members and others to understand and align USLBA services with member needs and issues affecting Western businesses operating in Libya;
- When merited, writing in-depth USLBA reports on priority issues of USLBA members;
- Administrative management, maintaining membership and stakeholder databases, USLBA website and social media accounts and responding to information requests;
- Participating in relevant NFTC international trade activities as appropriate.

### **Qualifications for this position include:**

- Bachelor's degree required, graduate work preferred;
- Background in Middle East/North African issues;
- Professional proficiency in Arabic required;
- Strong commercial and policy research skills and ability to synthesize information and write well;
- Ability to interact at senior levels of business and government with discretion and tact;
- Self-motivated and creative professional able to work independently and as a member of a team;
- Event management experience, organizational skills and attention to detail.

### **To Apply:**

Send a cover letter, resume and writing a sample of 3 pages or less to **information@us-iba.org**. Applications accepted until the position is filled for an immediate start date.

The NFTC is an equal opportunity employer. Applicant must have the legal right to reside and work in the United States. Salary is commensurate with experience. Competitive benefits package includes health and dental insurance, paid vacation, and retirement plan.