



# International Institute

MADRID - BOSTON

## Director: American Space Madrid Program at the International Institute in Spain

The International Institute in Spain, a Massachusetts non-profit corporation, seeks a Director for the American Space Madrid program. The ASM, a partnership with the US Embassy, Madrid, promotes the sharing of cultural, policy, and educational information between the U.S. and Spain. The Director initiates, promotes, and brings to fruition programs at the International Institute, both those developed through the U.S. Embassy and those generated by the International Institute. The Director also works with EducationUSA; advises Spanish students interested in studying in the U.S.; organizes events to support alumni of State Department programs such as the Fulbright scholars; works with groups promoting entrepreneurship and STEM education in Spain; writes grant proposals; and links the International Institute's American English and Culture program and Library program to ASM programming.

A successful candidate will have excellent interpersonal skills; exceptional organizational abilities; strong public speaking ability; and outstanding writing skills. Candidates must have a college degree from an American university; experience in at least some of the areas covered by the American Space program; and proven ability to work well as part of a team. Candidates must have sophisticated skills in spoken and written English and communicative competence in speaking and writing in Spanish. The Director will be part of the administrative team at the International Institute, the oldest U.S. cultural and educational entity in Spain. The Director also cooperates with the Public Diplomacy team at the U.S. Embassy, Madrid.

Candidates legally permitted to work in Spain will be given preference.

Located in the International Institute's building in Madrid, the American Space Madrid is open 20 hours per week. While the ASM Director position is half-time, the Institute welcomes candidates with expertise in other areas of Institute endeavors and is willing to expand the position's hours for a suitable candidate.

Candidates should send a curriculum vitae; a cover letter explaining their interest in the position and relevant experience; and contact information for two references to: [iie1892@gmail.com](mailto:iie1892@gmail.com) Questions should be directed to: Stephen Ault at [s.ault@rcn.com](mailto:s.ault@rcn.com)

Applications must be received no later than April 28, 2016.