



PEACE CORPS – MOROCCO VACANCY ANNOUNCEMENT

POSITION:	PST Assistant/ Homestay Coordinator
DUTY STATION:	Rabat, Beni Mellal-Khenifra
DATE OF ENTRY ON DUTY:	May 21, 2025
DATE OF COMPLETION:	November 20, 2025
SALARY LEVEL:	350 Dhs per day. Food, lodging, and transportation are provided by Peace Corps
DEADLINE FOR APPLICATIONS:	March 25, 2025

Position summary:

Peace Corps Morocco is seeking for **(02) Pre-Service Training Assistants/ Homestay Coordinators** who will be responsible for identifying families that are interested in cultural exchange and are willing to host a Peace Corps trainee for the duration of the Community-Based training (CBT). Based on criteria for homestay selection, the **Pre-Service Training Assistants/ Homestay Coordinators** visits rural and Semi-urban Moroccan communities to identify potential host families in their homes to check the houses for suitability of hosting a Peace Corps Trainee (PCT), interview the host family, and finally make a decision for using or not using the family. Once the PCT moves in with the family, the **Pre-Service Training Assistants/ Homestay Coordinators** will work with the Language and Culture Facilitator based in the community, to facilitate communication and problem solve issues that may arise with the family and the PCT. The **Pre-Service Training Assistants/ Homestay Coordinators** maintains good professional relationships with families, authorities and workplace managers and possible stakeholders in all Community Based Training sites.

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

Duties and Tasks

CBT Development

- Collaborates proactively with local authorities and officials as well as partners and community leaders to identify appropriate Community Based Training site for incoming Trainees.
- Represents the Peace Corps in various settings (Formal and Informal), effectively communicating the agency's mission, pre-service training objectives, and homestay program details to prospective host communities, ensuring realistic expectations and clear understanding of roles and responsibilities.
- Schedules visits to prospective sites in an organized, timely and efficient manner, and meets with authorities and officials, potential workplace/practicum sites supervisors, leaders and colleagues, and potential host families.
- Communicates with stakeholders, authorities and officials, potential workplace/practicum sites supervisors, leaders and colleagues, and potential host families in a decent and diplomatic manner.
- Visits all potential homestay families' homes and ensures that all homestay family members and homes meet all PC/Morocco's minimum criteria for homestay.
- Generates and maintains files for each CBT and each homestay family visited, including back-up homestay families.
- Regularly communicates with the supervisor and PST staff about the progress of the CBT development process.
- Communicates any challenges to the Training Manager and discusses potential solutions that are related to CBT development or the homestay program with the Training Team.
- Using established criteria, prioritizes visited sites and homestay families according to readiness to host a PCT and documents rationale for those selected and those eliminated.
- Collects and documents detailed information about CBT including, potential homestay families, potential workplaces for practicum assignments, and site information to be shared with PST staff including LCFs and PCTs.
- Conducts orientation for the host families and work partners in the CBT assigned to them on the homestay program.



- Matches PCTs with host families in the most appropriate ways.
- Ensures a smooth transition of PCTs to new homestay families and that families are ready to receive their new PCTs.

Homestay Program Support

- Conducts regular formal and informal meetings with PCTs about their homestay to give and receive feedback on their experiences.
- Facilitates regular meetings with homestay families to exchange feedback on the Peace Corps Trainee's (PCT) well-being and progress, in collaboration with the Language and Culture Facilitator (LCF) as necessary. Ensures that feedback is provided in a culturally sensitive and respectful manner, avoiding unintended offense.
- Documents this feedback from both PCT and homestay families to be used in the Trainee Round Table Forms.
- Communicates regularly with the Training Manager or core PST staff on the 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.
- Drafts reports, document each homestay family's success in hosting PCTs, and make recommendations for future CBTs and homestay families.
- Prepares and distributes thank you letters and appreciation certificates to all homestay families and CBT officials and community leaders.

Training Support

- Lives at training site for the duration of CBT development and PST. Only emergency leave will be approved by the Training Manager.
- Participates in the Training of Trainer (TOT) sessions and activities prior to PST. This includes a general TOT with all staff as well as Language TOT as needed, during which the team will prepare the strategy and the scope of the language and culture training program.
- Participates in PST staff meetings as required, providing detailed feedback and comments on CBT development, Trainees' performance, behavior and adjustment in CBT.
- Works both independently and as part of a team to enhance Peace Corps' training philosophy, policies and procedures.
- Participates in the roundtables and provides information on trainees' progress and integration.
- Responsible for logistics coordination at TOT, orientation, hubs, and throughout PST in coordination with the Training Assistant.
- In collaboration with the Training Assistant, the PSTA/HSC is responsible for the materials and supplies management.
- Helps the Training team ensure that the preparation and planning for training events follow a comprehensive plan/checklist developed in conjunction with the Training Assistant.
- Supervises the set-up of training venue before any training event.
- Helps the TT Prepare PCTs welcome package prior to PST.
- Coordinates the shipment of training materials from the PC office to the training sites.
- Prepares room assignment for PCTs.
- Collaborates with session presenters to ensure smooth training delivery by confirming venue preparation, setting up and testing equipment, and preparing necessary supplies and materials for distribution.
- Sets up a control system and storage areas for supplies and equipment at the PST office and HUBs.
- Sets up mechanisms to monitor progress and give feedback to service providers.
- Provides clear and timely signage to inform PCTs and staff about schedules, logistics, and venue layouts.
- Visits training sites and provides necessary support to PCTs and PC staff.
- When necessary, coordinates with the TT and informs about PCTs who are having difficulty with training.
- Monitors the health and well-being of all Trainees and staff (If applicable) and helps Training Assistant coordinate sick PCTs trips to medical facilities.
- Performs other related duties as necessary.



Minimum qualifications required and proven experience in the following:

Required Qualifications:

Education: A minimum of a BA degree is required.

Fluency in English: (Spoken and written). English proficiency test will be conducted, and applications must display fluency in English.

Experience: Minimum of 2 year of relevant work experience (preferably in areas of community mobilization and /or development).

Computer skills: Application must reflect good computer skills including experience working with Zoom or other digital platforms.

Intercultural experience: Application must demonstrate relevant work experience in a multi-cultural environment.

Moroccan citizenship

Please note that:

* Peace Corps reserves the right to not evaluate the application of or to withhold an offer of a personal services contract to an individual that has a history of poor past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).

* Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.

* Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.

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 all required qualifications. Both Cover Letter and Resume (CV) must be type written and in English and either emailed or mail delivered to:

(Moroccojobs@peacecorps.gov)

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

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