

## **Jurgita Poškevičiūtė**

K.Ladygos str. 1-89, Vilnius, Lithuania  
+370-5-266-1206 (work)  
+370-699-576592 (work mobile)  
jurgap@osf.lt

---

### **PROFILE AND STRENGTHS AND INTERESTS**

- Proven track record in grant writing, program design, strategic planning, board development, advocacy planning and coordination
- Competent to do research, conduct interviews and arrange international conferences
- Effective in teamwork and leadership, including in international settings
- Knowledge of fundraising and program evaluation
- Professional interest in and proven track record of work in public health issues such as drug policy, evidence-based responses to drug use issues and HIV
- Professional interest in and proven track record of work in sectoral regulation and development of NGOs.
- Strong interpersonal, cross-cultural, training, coordination/planning, translation skills
- Excellent spoken and written English, Russian and Lithuanian. Good spoken Polish.

### **EDUCATION**

- M.S. in Nonprofit Management, May, 2002  
R. J.Milano Graduate School of Management and Urban Policy – New School University, New York
- Diploma in English Linguistics and Literature, equivalent to combined bachelor and master's degree, Vilnius University, Lithuania, 1994
- Internship in nonprofit management at the National Council on Economic Education, Economics International, New York, Summer 2001
- Internship in nonprofit management in Junior Achievement offices in the U.S., 1997

### **ACADEMIC AWARDS**

- Selected for Edmund S. Muskie / Freedom Support Act Graduate Fellowship, 2000 - 2002
- Recipient of a grant from Freedom House for nonprofit management internship in the U.S., 1997

### **EXPERIENCE AND**

#### **SELECTED ACCOMPLISHMENTS**

#### ***The I Can Live Coalition, Vilnius*** ***Director of Administration***

**current - September 2006**

- Advocacy on evidence-based drug policy, provision and funding of services to people who use drugs and who live with HIV/AIDs, especially harm reduction services
- Development of organization's annual plan and budget
- Development, planning, organization, and full oversight of program activities
- Planning, managing and furthering organization's resources
- Hiring, supervising, reviewing and evaluating personnel
- Coordinating with the board on development and implementation of plans and policies
- Managing the logistics of 5-6 international conferences/seminars a year on various topics of public health and taking place in different countries

#### ***Open Society Fund-Lithuania, Vilnius*** ***Program Coordinator***

**2002 - 2007**

- Managed the logistics of 5-6 international conferences/seminars a year on various topics of public health and taking place in different countries
- Fully managed a public policy project funded by the Nordic Council of Ministers and Open Society Institute "Sharing best practices and policies in the field of drug use" (2005-2006)
- Designed and managed a grant-giving public policy and civil initiatives programs and supervised grantees (2002-2004)

**Jurgita Poškevičiūtė**

**National Council on Economic Education, Economics International, New York****Summer 2002*****Post-graduate Intern***

- Co-wrote annual grant proposal for \$4,000,000 funding of international programs
- Selected candidates to the Training of Trainers program for Economics trainers for post-Soviet countries
- Researched Mexico's education system for international program expansion

**Baltic-American Enterprise Fund, Lithuania****1999 - 2000*****Office Manager***

Counseled clients on residential mortgage program requirements. Managed daily operations of The Baltic-American Enterprise Fund

- Created and maintained mortgage client database

**EXPERIENCE AND****SELECTED ACCOMPLISHMENTS (CONTINUED)****U.S. Peace Corps Pre-Service Training Lithuania****1998*****Cross-Cultural Trainer, Host Family Stay Coordinator***

- Designed and conducted a successful 12-week cross-cultural training for 26 Peace Corps volunteers
- Monitored and evaluated a group of Peace Corps volunteers on their performance during cross-cultural component of pre-service training
- Recruited and selected 26 Lithuanian families to host Peace Corps volunteers during the pre-service training for first group of volunteers trained in Alytus
- Trained 26 Lithuanian families on cross-cultural issues
- Served as liaison between Peace Corps volunteers and their host families, successfully resolving problems

**Free-lance corporate translations (English-Lithuanian)****1994 - 1998****Junior Achievement of Lithuania****1994 - 1998*****Educational Program Coordinator***

Planned and coordinated numerous teacher training seminars, academic student competitions and forums. Secured qualified speakers/training facilitators for a number of Junior Achievement teacher trainings. Advised Junior Achievement teachers on educational program implementation issues, resolved problems. Assisted Junior Achievement management in board and strategic development and fundraising planning.

- Coordinated editing and publishing of two editions of a set of Applied Economics textbooks
- Co-developed a set of promotional materials, three annual reports and four 16-page newsletters.
- Volunteered to serve as a liaison between American and Lithuanian staff at Junior Achievement of Lithuania helping Americans become fully integrated staff members
- Interviewed and selected high school economics students to represent Junior Achievement of Lithuania in an international conference
- Co-developed selection criteria and application materials and identified best economics students to participate in 4 summer forums
- Observed and evaluated two pilot economic and education programs: for adults and for elementary school students. Recommended course improvements, some of which were adopted
- Took part in a Study Tour to Denmark's educational institutions to familiarize myself with their infrastructure

**Junior Achievement program****1993 - 1994****As a program of Open Society Fund Lithuania*****Administrator***

Maintained contacts with Junior Achievement offices around the world.

- Helped set up the office and the filing system

**COMPUTER SKILLS**

Microsoft Word, Microsoft Excel, Power Point, Internet Explorer