US/ICOMOS Monument Removal, Relocation and Reinterpretation Toolkit

Program Assistant (Part-Time) 20 hours/week

Pay: $25/hour for approximately 20 hours/week, amounting to approximately $26,000/year
Location: Washington, D.C. AND Remote Work in other U.S. regions

Three part-time Program Assistants will be hired in the DC area and to work remotely from locations around the country to support our [Monuments Removal, Relocation, and Reinterpretation Toolkit Project.](#)

Responsibilities
- Complete research and fieldwork on monuments including archive research, qualitative interview, field observation, and other data collection methods
- Write case study reports summarizing research findings for public distribution
- Support the Program Director and other staff with general and administrative tasks as needed.

Qualifications
- A bachelor's degree in Anthropology, Historic Preservation, Heritage Studies, Sociology, or a related field ***and/or*** two years of experience in the heritage, historic preservation, or monuments
- Experience with the qualitative interview, research, and data collection methods
- Strong written and verbal communication skills are required, the ability to create written reports analyzing and presenting qualitative data is a plus
- Personable and professional with experience working with individuals from diverse backgrounds

Please note: any and all of the qualifications outlined above can be substituted for other professional or personal experiences. For example, volunteer work in community organizing, engagement with ongoing monuments discourse, or other experiences can be substituted for a formal professional or educational experience.

Benefits
Position includes an annual health insurance stipend of $4,00 paid quarterly ($1,000 quarterly payment) with proof of enrollment in a qualifying health plan, 10 half-time paid holidays (four hours/holiday), and 40 hours of paid vacation time/year. The position will also be provided with a monthly wifi stipend. Employees located in DC may elect to work in the office or remotely and employees located outside of the DMV will work fully remote.

This position is paid hourly and expected to work 20 hours/week (sometimes might vary between 15 and 35 depending on individual availability and project need) including occasional evenings and weekends for travel and meetings.

Diversity/Inclusion Hiring Statement:
US/ICOMOS is committed to inclusive hiring practices and building an environment that welcomes and celebrates diversity. Members of our hiring team have all completed diversity training and we are committed to promoting a safe, welcoming, and productive hiring practice and working environment.

To Apply:
Interested applicants should submit a resume, cover letter, and references to monumentstoolkit@usicomos.org by November 19th.