



US/ICOMOS Program Coordinator Job Description

US/ICOMOS seeks a part-time employee to coordinate programs.

Responsibilities include:

- ❖ Administering and overseeing all aspects of the US/ICOMOS Webinar Program, including serving as technical producer for all webinars on Zoom, creating registration pages, coordinating with speakers, and drafting webinar advertisements.
- ❖ Assisting the International Exchange Program Committee with any work related to the IEP, including, but not limited to, processing applications, coordinating with host organizations, booking travel accommodations for interns, and serving as the point of contact for interns during the program.
- ❖ Working with US/ICOMOS Board of Trustees to coordinate the annual Celebration of World Heritage fundraiser, the annual US/ICOMOS Conference and Symposium, and serve as an event coordinator for any other US/ICOMOS events.
- ❖ Working closely with other staff members and other duties related to US/ICOMOS programs.

Qualifications

- ❖ A Bachelor's degree in Anthropology, History, Historic Preservation, Museum Studies, Natural Resources, Architecture, Nonprofit Studies, or a related field *and/or* two years of experience working for heritage or nonprofit organizations.
- ❖ Knowledge of Zoom Meeting and Webinar software, previous experience with database or CRM software (experience with NeonCRM a plus), experience with virtual events.
- ❖ Ability to multi-task and work on multiple projects simultaneously.
- ❖ Personable and professional with experience coordinating with individuals of diverse backgrounds and varying levels of technical expertise.
- ❖ Experience with social media and targeted social media campaigns is a plus.

Position Details

1. Program Coordinator will begin work in early-to-late January 2021.
2. Program Coordinator will work approximately 15-20 hours per week at \$20/hour. Hours may fluctuate but will average to about 15 hours per week. The ideal candidate will be available for webinars on Thursdays and for meetings with speakers and staff during typical business hours.
3. All work is remote. US/ICOMOS does not have a physical office space for 2021. The coordinator must provide a computer and a stable internet connection.

Please send a cover letter and resume with at least two references to membership@usicomos.org before December 31st with "Program Coordinator Application" in the subject line. We will schedule interviews with selected applicants in early January 2021.