



## US/ICOMOS IEP and Emerging Professionals Program Coordinator

US/ICOMOS seeks a part-time (20 hours/week) Program Coordinator. The position is responsible for overseeing all aspects of the International Exchange Program (IEP), coordinating fundraising efforts for the IEP, and assisting with other Emerging Professionals programs.

### Responsibilities

The IEP/Emerging Professionals Program Coordinator responsibilities revolve around two primary programs: the International Exchange Program and the Emerging Professionals Network.

#### *The International Exchange Program (85-95% of time)*

- Serve as point of contact for the program alongside the IEP committee by:
  - Providing administrative assistance to the IEP committee
  - Overseeing all aspects of the IEP including but not limited to managing applications and placements, coordinating visa applications, planning orientation and post-internship presentations, and communicating with interns in the field
  - Coordinating with Communications Coordinator (staff member) to create IEP-related social media posts, especially during the program season
  - Creating and maintaining an IEP Alumni Program
  
- Coordinate fundraising and create a sponsorship program to support the IEP by:
  - Identifying and approaching potential sponsors
  - Coordinating with Development Coordinator on grant and funding applications

#### *The Emerging Professional Network (5-15% of time)*

- Serve as point of contact for anything related to EPN and assisting with programs as needed.
  - This work includes managing the underground railroad initiative and any other projects, hosting EPN webinars and organizing events (2-3 times/year), assisting with new member recruitment, and maintaining relationships with colleges and universities.

### Qualifications

- Detail-oriented and organized, with the ability to meet deadlines, multitask, prioritize, and manage overlapping timelines
- Experience with fundraising for nonprofit organizations, including donor recruitment and retention, grant research, and knowledge of databases
- Personable and professional with strong interpersonal skills and experience coordinating with individuals of diverse backgrounds
- Comfortable working autonomously under the supervision of the US/ICOMOS Board of Trustees and IEP Committee.
- A Bachelor's degree in Anthropology, Historic Preservation, Architecture, Nonprofit Studies, or a related field *and/or* two to three years of experience working for heritage or nonprofit organizations.

### *Preferred Experience*

- Familiarity with international travel and the Visa process would be helpful
- Experience coordinating events and meetings

Please Note: Any of the above educational or professional skills/requirements can be substituted for related personal or professional experiences. Please note what skills/experience are being substituted in your cover letter.

### **Position Details**

- The rate of pay is \$18-23/hour depending on skills and experience with an expected start date of early October.
- The position is an hourly position. Program Coordinator will work 20 hours/week most weeks, but additional hours may be required during the program season (May-August). During the off-season, Program Coordinator may work less based on need and individual availability.
- The Program Coordinator will work fully remotely, but some travel in and around the DC area will be required during the program season (May-August). The ideal candidate will live around the DC/Maryland/Virginia area or be able to travel to the area during the program season.
- Coordinator will have regular performance reviews from the Board of Trustees.

**Please send a cover letter and resume with contact information for at least two references (we will notify you in advance of contacting references) to [membership@usicomos.org](mailto:membership@usicomos.org) before September 15th with “Program Coordinator Application” in the subject line.**