



## **US/ICOMOS Development and International Exchange Coordinator**

US/ICOMOS is offering a part-time (20 hours/week) position. The successful applicant will be responsible for overseeing all aspects of the International Exchange Program (IEP), coordinating fundraising efforts through grants and donations for the IEP, assisting with other Emerging Professionals programs, and assisting with technical production and post-event outreach for webinars. In doing so, the incumbent will organize and contact the extensive IEP alumni network.

### **About US/ICOMOS**

The United States National Committee of the International Council on Monuments and Sites (US/ICOMOS) is part of the worldwide ICOMOS network of people, institutions, government agencies, and private corporations who support the conservation of the world's heritage. For over 50 years, US/ICOMOS has worked to deliver the best of international historic preservation and heritage conservation work to the U.S. domestic preservation dialogue, while sharing and interpreting for the world the unique American historic preservation system.

As the only U.S. professional preservation organization with a global focus, US/ICOMOS is the gateway for U.S. professionals to participate in worldwide heritage conservation. With over 700 members, US/ICOMOS promotes strong ties between national, regional, private, and governmental organizations within the U.S. and the international preservation community.

US/ICOMOS guides and promotes activities through an extensive membership network of preservation professionals, institutions, and organizations, including specialized scientific committees. US/ICOMOS also organizes an annual international scientific symposium, an international intern exchange program, and occasional special training courses and workshops.

US/ICOMOS is a private, non-profit, non-governmental organization with 501(c)(3) status.

### **About the International Exchange Program (IEP)**

Each year, the United States Committee of the International Council on Monuments and Sites (US/ICOMOS) seeks graduate students and young professionals specialized in historic preservation and heritage conservation to participate in an International Exchange Program (IEP).

Intern participants are selected on a competitive basis for participation in the US/ICOMOS International Exchange Program. Internships are approximately 12 weeks in length (including orientation and the final program) and are usually scheduled during the summer (from June to August). US/ICOMOS hosts all U.S. and international interns for a program orientation at the beginning of the summer that will take place virtually. Interns then travel to their various host locations where they complete a 10-week preservation-related project designed by the host organization. At the end of the summer, all interns gather in Washington, DC, for a final debriefing and farewell program.

Projects are varied, and correspond to the needs and requirements of IEP Host organizations. The host office defines the project to be completed; an internship is not an independent research opportunity. Applicants may indicate a preference for the type of project they wish to be assigned, but must be willing to accept any position, which may be located anywhere in the world. Assignments are made on the basis of the best match between the proposed project and the individual's background and skills, and in consideration of the entire pool of applicants.

This program is an excellent opportunity to learn about another country's cultural heritage system. It is also an opportunity to make personal and professional contacts with new colleagues while living in a foreign country for a summer.

### **Responsibilities**

The IEP/Emerging Professionals Outreach Manager's responsibilities revolve around three primary programs: the International Exchange Program; the Emerging Professionals Network; and Digital Programming.

#### *The International Exchange Program (80% 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:
  - Working with the IEP alumni and US/ICOMOS emerging professionals.
  - Identifying and approaching potential sponsors
  - Coordinating with Development Committee on grant and funding applications

#### *The Emerging Professional Network (10% of time)*

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

#### *Digital Programming (10% of time)*

- Coordinating with the Administrative Manager in the production of World Heritage Webinars and other digital programs by:
  - Overseeing the technical production of webinars including post-production editing
  - Coordinating with the Communications Committee to share digital programming and explore other forms of digital outreach.

## Qualifications

- An essential qualification is a track record of identifying grant opportunities, preparing grant applications, and successfully obtaining grants.
- 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.
- Production of webinars and other digital events, including editing content for post-event use.

## *Experience and Skills*

- Identifying and preparing successful grant applications.
- Familiarity with international travel and the Visa process
- Experience coordinating in-person and digital events and meetings
- Familiarity with organizing and hosting events on Zoom
- Fluency in the use of video editing software, (e.g., Adobe Premier, iMovie)

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 late September.
- The position is an hourly position. Coordinator will work 20 hours/week most weeks, but additional hours may be required during the IEP program season (May-August). During the off-season, Coordinator may work less based on need and individual availability.
- The Coordinator will work fully remotely, but some travel in and around the DC area will be required during the IEP 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 [manager@usicomos.org](mailto:manager@usicomos.org) before September 9<sup>th</sup> with “Development and International Exchange Coordinator Application” in the subject line.**