

US/ICOMOS Monument Removal, Relocation and Reinterpretation Toolkit

Program Assistant (Full Time) - Publications, Research, and Administration

Salary: \$52,000/year

Location: Washington, D.C. (or Remote)

US/ICOMOS seeks a full-time (40 hours/week) Program Assistant for a two-year appointment to oversee the written publications and research for our [Monuments Removal, Relocation, and Reinterpretation Toolkit Project](#).

Responsibilities

- Oversee the development of written case studies that explore monuments of oppression in the United States and internationally
- Develop public-facing programming and coordinate toolkit implementation as determined by the Program Director and US/ICOMOS Monuments Team.
- Cultivate relationships with field experts and stakeholders in different areas
- Assist in planning a monuments conference in the second project year and collaborate with a staff event planner to coordinate all aspects of the conference
- Provide administrative support to the Program Director as needed, primarily booking and coordinating travel for field researchers (including this position) and coordinating meetings with collaborators on the Board of Trustees and their associates

Qualifications

- A bachelor's degree in Anthropology, Historic Preservation, Heritage Studies, Sociology, or a related field *and* 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, candidates should have the ability to create written reports analyzing and presenting qualitative data and other research for academic and public audiences
- Personable and professional with experience working with individuals from diverse backgrounds and experience working with marginalized communities
- International experience or knowledge of international heritage practice is a plus

Benefits: Position includes an annual health insurance stipend of \$8,000 paid quarterly (\$2,000 quarterly payment) with proof of enrollment in a qualifying health plan, 10 paid holidays, and three weeks paid vacation time/year. The position will also be provided with a laptop and monthly wifi stipend. Remote work is available 2-3 days/week. Travel is required.

This position is a salaried position expected to work 40 hours per week including occasional evenings and weekends for travel and meetings. Evening and weekend hours are adjusted for time off during regular working hours. This is a temporary position supported by grant funding with a two-year maximum appointment with an opportunity for an increase in salary between the first and second year of employment.

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 5th.