

## **US/ICOMOS Monument Removal, Relocation and Reinterpretation Toolkit**

### **Program Assistant (Full Time) - Media and Marketing**

Salary: \$52,000

Location: Washington, D.C. or Remote

US/ICOMOS seeks two full-time (40 hours/week) Program Assistants for a two-year appointment to oversee our [Monuments Removal, Relocation, and Re-Interpretation Toolkit Project](#). The Media and Marketing Program Assistant will focus their work on creating digital content for the Monuments Project and develop public-facing programming.

#### **Responsibilities**

##### *Media and Marketing*

- Coordinate the development of a project app and website with interactive content. The app development will be done with a contractor, but this position is responsible for coordinating with that contractor.
- Develop digital content for the app, website, and social media related to controversial monuments, the work of the Monuments Team, and the case studies and toolkit material
- Curate social media channels for the project that attracts a wide audience and encourages engagement with the Monuments app and website
- Handle all media relations included but not limited to media networks as needed, drafting press releases, cultivating relationships with local media and Universities in project areas (nationally)

##### *General Program Support*

- Assist with field research, case study writing, and general program development
- Oversee all digital and marketing aspects of the Monuments Conference (held in the second-year of the project)

#### **Qualifications**

- A bachelor's degree in Anthropology, Historic Preservation, Heritage Studies, Communications, Marketing, or a related field.
- Experience with coordinating app and website development, experience with making minor design and content changes on WordPress is a plus
- Interest or experience in working in diversifying and decolonizing heritage practice
- Personable and professional with experience working with individuals from diverse backgrounds and experience working with marginalized communities

*Please note: Any of the educational and professional qualifications can be substituted for other professional or personal experiences.*

**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 and an opportunity for an increase in salary between the first and second years 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](mailto:monumentstoolkit@usicomos.org) by November 5<sup>th</sup>.