



foundation  
for advancement  
in conservation

**Protecting Cultural  
Heritage**

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November 15, 2021

### **Temporary Part-Time Education Assistant Position**

The Foundation for Advancement in Conservation (FAIC) seeks a temporary part-time Education Assistant to assist the organization with professional development activities. The Assistant will work with other program staff – chiefly the Education Manager – with logistics and administration. This is a one-year position with no travel requirements. See position description for full details.

FAIC's professional development programs support conservation and preservation professionals in their efforts to save cultural heritage. In 2022, we anticipate administering 19 in-person and 8 virtual professional development events, in addition to supporting participation in events through FAIC scholarship and grant awards.

This is a part-time hourly position. The time required is estimated at 12-15 hours per week, with compensation at \$22-\$25 per hour and total compensation not to exceed \$19,500 annually. The employee will be eligible for paid vacation and sick days as well as Social Security contributions and workers' compensation insurance, but health insurance benefits are not included.

The Assistant will work from home or the FAIC offices in downtown Washington, DC. If working from home, telephone, email, and computer with internet connections are required. The Assistant will report to the FAIC Education Manager.

Review of applications will begin December 10th, with a desired start date of January 1, 2022. Applications will be considered until the position is filled.

To apply, please send resume or CV and a cover letter to:

Tiffani Emig

Programs and Operations Director

[temig@culturalheritage.org](mailto:temig@culturalheritage.org)

## **Education Assistant Position Description**

The Education Assistant is temporary, part-time position the Foundation for Advancement in Conservation (FAIC). The 12-15 hour per week position supports FAIC's professional development programming, including online courses and in-person workshops, grant and scholarship programs, and other learning initiatives. The Assistant is expected to work offsite, communicating by phone, email, virtual meeting, and other platforms. The Education Assistant reports to the Education Manager. This is a one-year position with the possibility of extension.

The Assistant will assist FAIC staff with:

- Scheduling workshops and other professional development events
- Arranging travel, supply purchases, catering, name badges, and other event logistics
- Utilizing FAIC's learning management system and Zoom webinar platform to build and administer online learning programs (training on these platforms will be provided)
- Promoting programs
- Administering and compiling results from end-of-program evaluations
- Drafting award letters to scholarship and grant recipients
- Communicating effectively with FAIC staff, program participants, and other stakeholders
- Participating in scheduled phone/virtual meetings during regular business hours
- Other activities as needed

Qualifications include:

- Technical understanding of Microsoft Office Suite, web content management, and online learning platforms (Zoom, for example)
- Excellent oral and written communication skills
- Resourceful, highly organized, detail oriented, and able to work independently
- Familiarity with conservation or collections care desirable