



foundation
for advancement
in conservation

**Protecting Cultural
Heritage**

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September 12, 2023

STiCH Project Assistant

The Foundation for Advancement in Conservation (FAIC) seeks a two-year contract Project Assistant for [*Sustainability Tools in Cultural Heritage \(STiCH\)*](#), an online resource that utilizes life cycle assessment to help cultural heritage practitioners select materials and processes that reduce the carbon impact of their work. The Project Assistant will serve on a project team for a two-year project to expand the STiCH Carbon Calculator supported in part by a grant from the National Endowment for the Humanities. The Assistant's main task will be to assist with the management and organization of project meetings, help ensure the team remains on schedule, and oversee the spreadsheet that provides the backbone data for the Carbon Calculator. The consultant in this role will cull and organize the existing spreadsheet data with feedback from the Project Investigators and Peers.

The contract term will be September 2023 through August 2025. The time required will not exceed an average of 10 hours per week, with compensation at \$50 per hour and total compensation not to exceed \$52,000. Actual weekly time may fluctuate, with certain time periods requiring more hours than others.

At least 80% of work must be conducted during US business hours between Eastern and Pacific Time Zones.

The Project Assistant will work from home or own office. Telephone, email, and internet connections required. The Assistant will report to the FAIC Deputy Director and work closely with the two Principal Investigators.

Review of applications will begin September 23, with a desired start date of October 1. Applications will be considered until the position is filled.

To apply, please send resume or CV and a cover letter to:
Tiffani Emig
Deputy Director
temig@culturalheritage.org

STiCH Project Assistant Position Description

The STiCH Project Assistant is an independent contractor to the Foundation for Advancement in Conservation (FAIC) and reports to the FAIC Deputy Director.

The Assistant will be responsible for the following, as outlined in more detail in the attached Work Plan.

- Work with the project team to schedule and keep notes for team meetings
- Establish work platforms for the project (e.g. – Google drive)
- Work with the team to design the Calculator Spreadsheet format and create a new spreadsheet template
- Organize the spreadsheet with guidance from the project team and upload new items provided by the project Peers
- Create a template for user entries in the Calculator with guidance from the project team
- Assist with the keep the project on schedule as outlined in the Work Plan

Qualifications include:

- Prior work and proven track record in successful data management
- Knowledge of Excel, spreadsheets, data organization
- Strong written and verbal communication skills
- Experience and/or interest in either climate change or cultural heritage practice preferred

Because the project is supported in part by a federal grant from the National Endowment for the Humanities, the Project Assistant must be a U.S. Citizen and resident.