The Cultural Heritage Initiatives at ASOR is seeking qualified individuals for the following position: Project Manager for Arabic Communications and Syrian Cultural Heritage

http://www.asor-syrianheritage.org/announcements/employment-opportunities/

DESCRIPTION The Project Manager for Arabic Communications and Syrian Cultural Heritage will work collaboratively with the Cultural Heritage Initiative (CHI) of the American Schools of Oriental Research (ASOR) to gather documentation of the condition of cultural heritage in Syria with a particular focus on Arabic language sources. Additionally the Specialist will contribute to weekly reporting activities and assist with Arabic translation for other areas of the project. As a member of the CHI Reporting Team, the Specialist will work collaboratively with other CHI Project Managers under the direction of the CHI Academic Director (Dr. Michael Danti), and will work at the ASOR office in Boston, Massachusetts. The initial term of this full-time position will run through August 31, 2016 with the possibility of renewal if grant funding is extended. Compensation and benefits will be commensurate with the successful candidates qualifications.

DUTIES The primary responsibility of this position is to utilize Arabic language news media and social networking, as well as professional connections and other appropriate means, to gather the most recent data on the heritage situation in Syria. This will include information about threats and damage to cultural properties such as archaeological sites, historic and religious monuments, archives, and collections. On a weekly basis, this information will be compiled and translated into English by the Manager, who will also add this information to the appropriate sections of CHI reports and archive the data within corresponding CHI databases. Participation in CHI reporting meetings will be expected. Additionally, the Manager may assist with Arabic translation for, and contribute to, other areas of the project including bibliographic research, heritage preservation planning, and public outreach. On some occasions, the Manager may work as an interpreter between CHI team members and Arabic-speaking contacts.

REQUIREMENTS

The preferred candidate would have the following:

1. Fluency in writing, reading, and speaking English and Arabic, specifically a native knowledge of Syrian Arabic dialect(s)

2. Bachelor’s degree required; preference for graduate training and/or degree in field related to the cultural heritage of Syria. If the successful candidate does not have enough previous professional experience or training for the position of “Project Manager,” the position may be filled at the “Specialist” level

3. Excellent verbal and written communication skills as well as acute attention to detail

4. Experience working in academic, professional, and/or government sectors

5. Ability to work collaboratively in a team and also capable of independent research and time management Proficiency with multiple online social media platforms Proficiency with Microsoft Office, especially Excel, Word, and PowerPoint Experience with WordPress, Adobe Photoshop or Illustrator and other publishing platforms, FileMaker and comparable database systems desirable but not required

The ASOR Cultural Heritage Initiative (CHI) seeks to develop comprehensive documentation on the current status and future preservation needs of cultural heritage in Syria and Iraq and to develop plans for future preservation efforts. The program is headed by ASOR and is funded by a cooperative agreement with the US Department of State.

ASOR is an Equal Opportunity Employer. ASOR affirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, or gender identity.

A letter of interest and a resume should be sent to asorherit(at)bu(dot)edu with the subject "Arab-Language Project Manager"