

HERITAGE

INITIATIVE FOR HERITAGE CONSERVATION

Recruiting: Director of Programs

The Initiative for Heritage Conservation is advertising for the position of Director of Programs.

Deadline for applications: **1 February 2016**

Salary gross (before taxes and social insurance costs) income pro-rata: according to experience **€25000 - €45000**

The position is advertised on both a part-time and a full-time basis, two years in the first instance (renewable) with a 6-month probation period.

Job Starting on the 1st of March 2016 or as soon as possible thereafter.

Duties of the Director of Programs

The Director of Programs supervises all staff related to programs, all departmental directors report to her/him for issues related to programs.

He/she is responsible for the organization of the workshops, summer programs, and MA.

He/she is also responsible for promoting these programs and recruiting students.

She/he contributes to long term planning and strategy as well as communicating the aims of IHC programs. She/he will be actively pursuing the implementation of the fundraising strategy for raising scholarships and supporting IHC programs.

Necessary skills/experience:

- Excellent organizational and communication skills.
- The ability to work with others in a positive and constructive way.
- International experience.
- Excellent oral and written English.
- Some experience with application writing and fundraising.
- Some experience in research.

Desirable skills/experience:

- Basic communication skills in Greek.
- An area of expertise overlapping or complementary to the strengths of the initiative.

Application: Please send an up-to-date CV, and a max-500-word cover letter describing your potential contribution to this position to inherity.recruiting@gmail.com . For any further information on applying please contact the director at director@inherity.org before the 25th of January.