

OPEN POSITIONS *with the Bahá'í National Organization*

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Executive Aide to the NSA Secretary

(Secretariat)

Provides high level, professional administrative support to the Secretary of the National Spiritual Assembly in all routine matters of daily operations and communications and on special projects and assignments; provides administrative support to the Special Assistant for the National Spiritual Assembly; is the initial contact for international, national and local Bahá'í communities and the public wishing to communicate with the Secretary or the National Spiritual Assembly, and the primary contact for the Secretary with Bahá'í National Center staff.

Maintenance Team Leader

(National Properties Office)

Directs operations of maintenance staff to provide services on a timely basis at minimal cost. Plans, estimates, and schedules maintenance requests and projects. Assures that all facility equipment and buildings are efficiently, effectively, and safely maintained. Coordinates activities and projects with the Director of Baha'i Properties. This is a working supervisory position, oftentimes physically assisting maintenance staff in the completion of their duties and responsibilities.

Assistant Controller *(Finance Office)*

Assists in financial operations of the National Spiritual Assembly, including budget and cash management, reporting and control. Maintains relationships with all department coordinators/managers.

Accountant (RBC) *(Finance Office)*

The Accountant (RBC) maintains records of fiscal and budgeting controls, ledgers, and other transactions of the Regional Bahá'í Councils.

Special Projects Coordinator

(Fund Development)

The Special Projects Coordinator operates major fund-raising initiatives. Please read full job description on web site.

Fund Development Associate – New Media and Online Outreach

(Fund Development)

The Fund Development Associate for New Media and Online Outreach reports to the Content Officer, works as part of a cohesive, fast-paced and creative team of co-workers and demonstrates experiential knowledge of the Five Year Plan.

Associate Editor *(Brilliant Star)*

The Associate Editor works with Brilliant Star's Editor/Creative Director and Senior Editor to help generate and develop materials for Brilliant Star Magazine and Brilliant Star Online. This position also coordinates the interface of the on-site office with other agencies of the National Center and the Bahá'í and general public. This support role helps to set the consistent standards of quality and encourages the pursuit of excellence to best serve Brilliant Star's editorial mission and creative direction as an award-winning children's publication of the National Spiritual Assembly.

Visitor Assistant *(House of Worship Activities)*

The Visitor Assistant has deepened knowledge in the Bahá'í Faith and an outward-focused orientation to the surrounding community. This position will be responsible for greeting guests in the Welcome Center and in the Temple auditorium and will assist in providing a welcoming environment for volunteers and visitors at the House of Worship. She/He will fill in at Reception and Bookstore, as needed.

Receptionist and Bookshop Assistant

(House of Worship Activities)

Carries out dual responsibilities as Receptionist at the House of Worship Welcome Center and as a Bookshop Assistant. Receives and routes all incoming calls and greets visitors. Serves customers, conducts book sales, makes recommendations about books, and answers questions regarding the Faith.

(More job listings on page 2 of 2)

You may review the most current job postings by visiting the web site <http://www.american.bahai.us/>, signing in, and viewing the postings under "Service Opportunities".

All applicants, please send cover letter and resume to jobs@usbnc.org

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Program Coordinator (Bosch)

The Program Coordinator works with Director of Education and Schools and the on-site Administration Team to build capacity in the development, implementation, and evaluation of programs and sessions held at Bosch. The Program Coordinator is intimately involved in advancing the social discourse and social actions of the surrounding clusters, and in the current core activities of the Plan.

Administrative Assistant

(Louhelen and Bosch)

A key position in the administration of all the permanent Bahá'í centers of learning. The Administrative Assistant serves as the contact point both internally and externally and makes a major contribution to the initial and on-going impressions of those we serve. He/she assures that all office planning and development projects are completed.

Food Service Coordinator

(Green Acre Bahá'í School)

The Food Service Coordinator is responsible for the supervision of kitchen staff and volunteers in planning and preparing food service for all programs at the Green Acre Bahá'í School.

Internship Program

(Bosch, Green Acre, Louhelen, and NABI)

The internship program is designed to provide recent college graduates with the opportunity to serve at one of the permanent Bahá'í schools and gain hands-on capacity-building experience. In collaboration with others, interns will have the opportunity to apply spiritual principles to vocational endeavors through the work of the position and through projects developed and carried out during their internship.



Public Affairs Intern

(Office of Public Affairs)

Performs a variety of analytical, data collection and organization, research, and logistical support duties with various staff members to assist with congressional advocacy initiatives, social discourse activities, and other outreach efforts of the Office of Public Affairs. Note: This is an unpaid voluntary position, and can be of variable duration from a month to several months.

Broadcast Technician (Radio Bahá'í, WLGI)

The Broadcast Technician ensures the smooth and reliable operation of the technical facilities and operations of Radio Bahá'í, WLGI (transmission system, audio facilities, live streaming, field equipment, website, and IT infrastructure); ensures compliance with the technical aspects of FCC regulations; supports the work of the station's contract broadcast engineer; provides technical support and training to staff and volunteers. Ongoing training will be provided so that the Broadcast Technician is able to perform all of the duties and responsibilities of the position.

Public Affairs Fellow (Office of Public Affairs)

Performs a variety of analytical, data collection and organization, research, and logistical support duties with various staff members to assist with congressional advocacy initiatives, social discourse activities, and other outreach efforts of the Office of Public Affairs. Note: This is a one-year paid position.

Recruiter

(Office of Human Resources)

The Recruiter is responsible for recruiting, scheduling, and interviewing applicants in order to fill the staffing needs of the National Bahá'í Administrative offices and agencies. This position ensures that those needs are quickly and efficiently filled with personnel who will meet the technical/professional requirements of the position.

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