

NEW JOB OPENINGS at the BNO

The following positions have just recently opened in the Bahá'í National Organization

Business Manager

Bahá'í Publishing Trust

Manages day-to-day financial and administrative operations of the Publishing Trust including accounting, customer service and inventory management. Maintains relationships with vendors and customers. Advises general manager on financial and administrative decisions. Assists in development, implementation and oversight of policies and procedures.

Learning Coordinator

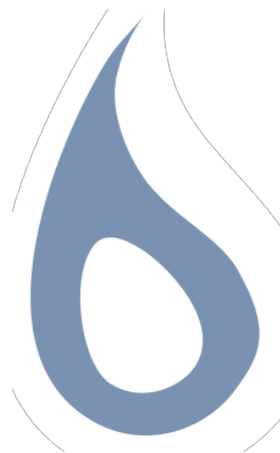
Native American Bahá'í Institute

The Learning Coordinator will accompany all staff and volunteers with the educational, spiritual, and social development of the cluster/surrounding community. The Learning Coordinator facilitates on-campus enrichment and community engagement and assists volunteering young adults in the development of their potential as effective human resources in their home communities. The Learning Coordinator reports to the Administrator.

Business Analyst/ Project Manager

Operations Office

Supports the mission of the Office of Operations by offering administrative and technical support in the areas of business analysis and project management.



US/UN Administrative Assistant

Office of Public Affairs NYC

Acts as executive aide to the Principal UN Representative by performing general office duties such as budget preparation, hospitality and event coordination, file maintenance, drafting correspondence, reports, memos and public information materials. Attends various Committee and UN meetings with UN Rep, manages interns, and offers assistance to the Bahá'í International Community

Fund Development Associate — Community Outreach

Fund Development Office

The Fund Development Associate – Community Outreach position is part of a cohesive, fast-paced, and creative team of co-workers engaged in community outreach, and demonstrates a solid understanding and knowledge of the Five-Year Plan, its goals and objectives. The Fund Development Associate engages with individuals, institutions, and the community to connect their hearts with the institution of the Fund.

Logistics & Services Coordinator

Operations Office

The Logistics and Services Coordinator organizes and supervises activities of the offices of Purchasing, Meetings and Events, the Mailroom, and the Bahá'í National Center Reception Desk.



More job opportunities listed on the 2 next pages May 2017

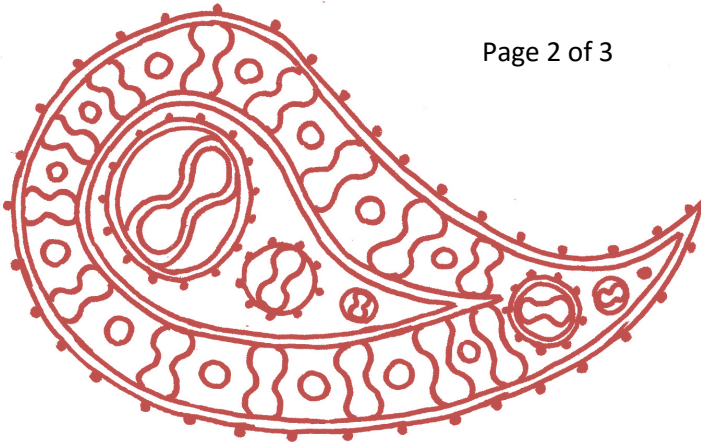
Read a more detailed summary of these job opportunities — Log into <http://american.bahai.us/service-opportunities>

Inquire with the Human Resources Office at the Bahá'í National Center by writing to jobs@usbnc.org. To apply for a position, please send your resume and a cover letter to jobs@usbnc.org.

Service Opportunities with the Bahá'í National Organization

Inquire with the Human Resources Office at the Bahá'í National Center by writing to jobs@usbnc.org. To apply for a position, please send your resume and a cover letter to jobs@usbnc.org.

Page 2 of 3



Customer Service/ Marketing Coordinator

Bahá'í Publishing Trust

The Customer Service/Marketing Coordinator maintains a system for responding to all orders for, inquiries about, or claims adjustments concerning products and services offered by Bahá'í Distribution Service. This position communicates relevant marketing and promotional concerns to Customer Service Representative and provides feedback to the General Manager. She/he oversees the receipt and entry of subscription orders, coordinates activities for the mailing of subscriptions and comp copies, and maintains user codes and system support for subscription products in the operating systems.

Customer Service/ Subscriber Service Representative

Bahá'í Publishing Trust

Performs full range of CSR responsibilities. The Customer Service and Subscriber Service Representative performs all activities related to processing orders and fulfilling subscriptions, communicates relevant sales, marketing and promotional concerns and information to the Customer Service Department. This position provides feedback to the Customer Service Coordinator. Works part-time for up to 16 hours per week.

Correspondence Writer

Office of the Secretary

Prepares written communications, including outgoing correspondence, reports, summaries, and other documents on behalf of the National Spiritual Assembly, under the direction of its Secretary.

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.

Broadcast Technician

Radio Bahá'í, WLGI, South Carolina

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.

Continued on the next page May 2017

Read a more detailed summary of these job opportunities —
Log into <http://american.bahai.us/service-opportunities>

Service Opportunities with the Bahá'í National Organization

Inquire with the Human Resources Office at the Bahá'í National Center by writing to jobs@usbnc.org. To apply for a position, please send your resume and a cover letter to jobs@usbnc.org.

Accountant (RBC) Finance Office

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

Fund Development Associate — New Media and Online Outreach

Fund Development Office

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.

Community Outreach Team Leader

Fund Development Office

The Community Outreach Team Leader guides a cohesive, fast-paced and creative team responsible for outreach at the local level, including Fund Empowerment Workshops, Lifeblood Deepenings and the Community Visit Program.

Special Projects Coordinator

Fund Development Office

The Special Projects Coordinator operates major fund-raising projects and other special fund-related projects.



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.

Food Service/ Hospitality Coordinator

Native American Bahá'í Institute

The Food Service/Hospitality Coordinator oversees kitchen helpers or volunteers to prepare and serve a well-balanced menu and includes hospitality coordination duties with work hours scheduled in conjunction with programs and functions. The Hospitality Coordinator oversees hospitality helpers or volunteers with the general cleaning of all building interiors to provide a clean, safe, and welcoming environment.

Facilities Assistant

Native American Bahá'í Institute

The Facilities Assistant assists the Facilities Coordinator with a full range of tasks associated with year-round maintenance and improvement of the Native American Bahá'í Institute facilities and grounds.

Program Coordinator

Bosch Bahá'í School

The Program Coordinator works with Director of Education and Schools and the on-site administrative team to help grow 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 activities of the Plan. Helps advance the framework for learning and Bahá'í culture in these departments.

Food Services and Hospitality Assistant

Bosch Bahá'í School

Serves as an assistant for the food services and hospitality departments. Acts as back-up for Food Services Coordinator and Hospitality Coordinator.