

SERVICE OPPORTUNITIES with the BNO

The following positions are open in the Bahá'í National Organization

Director of Fund Development

Fund Development Office

In collaboration with the Treasurer and the Fund Development Team, creates and implements strategies for connecting hearts to the institution of the Fund. Educates the community on the principles underlying contributions to the Funds. Reports to and responds to requests from the National Spiritual Assembly on areas related to the Funds. Works with the Treasurer, NSA members, and the COO to ensure appropriate cultivation, stewardship, and encouragement at the level of the individual, institution, and community. Travels regularly to make presentations and connect with Bahá'í communities throughout the country.

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.

Administrator *Louhelen Bahá'í Office*

Is the chief executive officer of the permanent Bahá'í school and provides the necessary leadership to ensure the continuous development of the operation of the school, the capacity of staff, and the community outreach efforts according to Bahá'í principles and guidelines. The administrator shall perform and execute assignments of the National Spiritual Assembly under the supervision of the Education and Schools Director. The Administrator and Deputy form the on-site executive management team of the Bahá'í school or institute.

Inquiry Services Associate *Office of Communications*

Part Responds to inquiries received by the Office of Communications. Identifies and develops resources to support the needs of inquirers, maintains a national database system and works closely with the regional and cluster level Seeker Response Coordinators to connect seekers to local Bahá'ís.

Human Rights Officer

Office of Public Affairs in Washington D.C.

Represents the Bahá'í community of the U.S. in its relationships with the U.S. government, civil society, the media, and the broader public. The Human Rights Officer manages the OPA's human rights portfolio, working on a broad range of civil and human rights issues at the national level, fosters relationships and collaborates with a wide range of actors, and engages in discourse and advocacy related to the advancement of human rights and global justice. Areas of work include extensive engagement of the defense of persecuted Bahá'í communities abroad, with a particular focus on Iran, as well as international religious freedom; U.S. ratification of international human rights treaties; U.S. support for and engagement with international organizations and institutions; human trafficking and modern-day slavery; and governance. Researches, writes, speaks publicly, and engages in national discourses.

Fund Development Associate — Community Outreach

Fund Development Office

Part of a team of co-workers engaged in community outreach. The Fund Development Associate engages with individuals, institutions, and the community to connect their hearts with the institution of the Fund through Fund Empowerment Workshops, Lifeblood Deepenings and the Community Visit Program.

More job opportunities are listed on page 2 January 2018

Read a more detailed summary of these job opportunities — Log into <https://www.bahai.us/community/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

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Planned Giving Coordinator

Fund Development Office

Cultivates a spiritual understanding of the importance of leaving a material legacy to the Faith, through education and deepening of the Bahá'í community at large. Carries out the strategy of the planned giving program by publicizing available options, scheduling and facilitating planned giving presentations for communities. Increases awareness of matters pertaining to deferred giving, estate planning and planned giving. Gives presentations throughout the community and maintains planned giving records of estate bequests, charitable gift annuities, gifts of securities, and more. Collaborates with other Fund Development staff. Travel: 50%.

Learning Coordinator *Louhelen Bahá'í School and Native American Bahá'í Institute*

The Learning Coordinator will accompany all staff and volunteers with the educational, spiritual, and social development of the school as well as in 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 also helps to recruit and support volunteers.

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 the duties and responsibilities of the position.

Outreach Coordinator

Green Acre and Bosch Bahá'í Schools

Serves at the Bahá'í Schools to lead the community outreach efforts. This includes

designing, implementing, testing, analyzing and disseminating one or more of the three Key Projects which complement the institute process striving to build individual and community capacity that leads to large scale growth. Collaborates with school staff, Bahá'í institutions, and the community at large.

Food Service/Hospitality Coordinator

Native American Bahá'í Institute

The Food Service/Hospitality Coordinator cooks and coordinates the work of food service assistants 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 Food Service/Hospitality Coordinator coordinates the work of hospitality assistants or volunteers with the general cleaning of all building interiors to provide a clean, safe, and welcoming environment.

Food Services & 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.

Public Affairs Fellow

Office of Public Affairs in Washington D.C.

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. The period of service will be from approximately July 2018 to July 2019.

Media Production Coordinator

Persian Bahá'í Media Services

Performs post-production and packaging of all programs for Persian Bahá'í Media Services (PBMS) television and radio. Maintains and deploys media (TV, Radio, and digital) equipment for projects. Reviews and evaluates productions from freelance producers and provides feedback and training.



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