

BAHÁ'Í WORLD CENTRE STAFFING NEEDS

There is nothing that brings success in the Faith like service. Service is the magnet which draws the divine confirmations. Thus, when a person is active, they are blessed by the Holy Spirit...

– Shoghi Effendi

There is an ongoing need at the Bahá'í World Centre for individuals with experience, relevant training, and enthusiasm to fill a range of specialised positions. Immediate needs exist for a Web Developer, Architects, Nurses, Project Officers, and a Properties Project Manager. A general description of these roles is provided below.

If you are able to offer service for a period of 18 months or more, you are encouraged to submit an offer of service, together with your curriculum vitae, ideally **before 14 October 2016** by completing the online [Biographical Information form](#) (available on the [Offering to Serve](#) website: <https://bahai.bwc.org/service/>). You may also contact the Office of Personnel at serve@bwc.org for further information.

Of course, it is assumed that when someone offers to serve at the World Centre he or she will be open to serving in whatever capacity they may be called upon by the Universal House of Justice.

Bahai.org Team

The Bahai.org team is responsible for the ongoing development and maintenance of Bahai.org, the Bahá'í Reference Library, Bahá'í World News Service, and a number of related websites. There is currently a need for a Web Developer and a Project Officer:

The **Web Developer** assists in the development and maintenance of the Bahai.org websites and related applications. Responsibilities include design of application and network architecture, front-end engineering and toolchain development, site analytics, and performance optimization. This role requires appropriate education and relevant experience in client-server or browser-based application development, as well as a broad and deep understanding of the languages and protocols of the web.

The **Project Officer** provides support in the following areas: information architecture, user experience design, image selection and enhancement, front-end engineering, site analytics and performance optimization, coordination of content and translation, quality control and documentation, formal writing and correspondence. This role requires skills and experience in one or more of these areas as well as a working knowledge of HTML.

Properties Project Manager

The Properties Project Manager oversees a number of property-related projects for the protection and development of Holy Places and for meeting other needs at the Bahá'í World Centre. The management of such projects requires close collaboration with other individuals and agencies, including all authorities responsible for town-planning, permitting, and conservation processes, as well as familiarity with real estate development and related transportation issues. This role requires strong management and organization skills, good interpersonal and negotiation skills, and experience in town-planning, real estate, and/or property management.

Israel Affairs Special Projects Officer (Bilingual)

The Special Projects Officer has responsibilities in a variety of areas, including media, events and project management, and relations with Israeli partner organizations under the supervision of senior staff. This role requires creativity and versatility, organization and management skills, good writing ability, and mastery of modern media. Since this role specifically seeks to engage Israeli contacts, a working knowledge of written and spoken Hebrew is advantageous.

Nurse

Nurses work as a team to address the immediate and long-term health care requirements of the World Centre staff. Together, they engage in health promotion activities, conduct health screenings, provide advice and support, facilitate access to local services and providers, and carry out administrative functions related to the care of various medical conditions. This role requires good core clinical knowledge and experience, as well as a valid full driver's license.

Project Architect

Project Architects work collaboratively as part of a team of architects, designers, and construction supervisors in the planning and execution of a variety of construction projects at the Bahá'í World Centre. This role requires at least 3 years of experience in the coordination, management and execution of construction and design projects, from conceptual design through to construction documents and construction administration. A degree in Architecture or a related field is required, and skills in advanced AutoCAD, 3D modelling (Sketch-up and others), CAD management, and maintenance of construction document sets are desirable.

If only the friends could realize it, the glory of our Faith is not that people with unique abilities do the work of the Cause, but that it is done by the sacrifice of loving and devoted souls who arise selflessly to undertake work they feel themselves incompetent, sometimes, to achieve. God works through them and endows them with gifts they did not dream they could ever possess.

– Shoghi Effendi