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POSITION ANNOUNCEMENT

ADMINISTRATIVE COORDINATOR

Humanities Guåhan (HG) is currently accepting applications for the full-time position of Administrative Coordinator to oversee the administration of the HG office and be responsible for the administrative and logistical coordination of HG's programs, projects and fundraising events. The position also involves assisting with HG's marketing and communications efforts and with Board meetings and communications.

A Bachelor's degree in a humanities discipline or related field is required, as is at least one year of administrative experience in a nonprofit organization. Knowledge of and familiarity with Guam's diverse communities is important. The applicant should also have knowledge of or experience in nonprofit marketing/communications and fundraising. Excellent written and oral communication skills are essential, as is familiarity with Microsoft Office and G Suite by Google. The ability to work with a small team of professional staff is key.

Please send a cover letter and resume with the names and contact information of three references to Humanities Guåhan at kkihleng@humanitiesguahan.org. For additional inquiries, please email info@humanitiesguahan.org. The application deadline is Saturday, June 1, 2019.

Humanities Guåhan is an independent nonprofit organization affiliated with the National Endowment for the Humanities. HG presents and supports public humanities programs for the people of Guam, including interpretive exhibitions, family literacy, documentary films with discussion, cultural workshops and performances, educator and student workshops, literary tours, community conversations and food democracy tours.