

## **OPEN POSITION (Remote, Short-term, Paid)**



**ARCH EUROPE – ALLIANZ FÜR DEN ERHALT KULTURELLEN ERBES**

*Help us launch a new project related to preserving Ukraine's cultural heritage*

### **ABOUT ARCH**

We are based in Vienna, Austria and Washington, D.C., USA and were founded in 2009 as an organization to support cultural heritage and its role in peace-building and bringing communities together. We are a diverse team of political scientists, lawyers, archeologists, anthropologists, artists, engineers and more. We work with civil society groups. Our activities include programs in Iraq, Greece, Albania and Afghanistan: [www.archinternational.org](http://www.archinternational.org)

In 2020, we founded ARCH-Europe (<https://arch-eu.org/>) as a vehicle for projects and programs with a European dimension.

### **WHAT WE ARE LOOKING FOR**

ARCH is a vibrant and creative organization with an engaged team of volunteers and interns who work towards our different project goals.

As part of our team, you would be leading the new initiative "Ukraine Kit." You will develop educational resources for European host schools and host families of Ukrainian refugees. The goal is to highlight Ukrainian culture and its contributions to European identity and to identify unifying themes and traditions from the region that go beyond politics and conflict. The mission is to make Ukrainian children and youth feel valued by highlighting their unique culture in a way that is easy for countries such as Austria, Germany, Italy, and others to incorporate into their teaching methods. The educational material will be provided online and free of charge.

Bonus: If you have experience in grant writing and other fundraising strategies for nonprofits, you would be helping with that aspect as well.

We will have regular meetings to discuss your ideas and progress and will be available to offer guidance and assistance throughout.

Based on your interests, additional tasks could be to write for our ARCH Blog, create content for the website, and for our social media channels.

**The following skills are important for this position:**

- Passion for Ukraine's intangible and tangible heritage
- Background in teaching or experience in conveying information to different audiences in innovative/creative ways
- Motivated, proactive, excellent communication skills, experience with working remotely
- Research (grassroots/community-focused and academic, online, archives/libraries, ...)
- Organized (collect a wide array of information in a structured way, stick to deadlines, manage Excel sheets of contact databases, etc.)
- Presentation skills, including presenting in virtual settings, Designing of visually appealing materials, and using different platforms and software to do so
- Layout, Graphic design, Formatting
- Languages: Ukrainian (native speaker); English or German (good)

**Additional Skills that would make you a great candidate:**

- Knowledge of fundraising strategies for the nonprofit sector
- Familiarity with WordPress
- Experience in management of media contacts, writing of press releases, public engagement (including social media strategies)

**WHAT WE OFFER YOU**

- You will work directly with our ARCH-Europe leadership team.
- Part-time arrangements or flexible working hours possible. This is a remote position.  
Duration: at least three months - beginning ASAP.
- Stipend will be discussed after the first job interview.

*Apply with your CV, a written paragraph explaining why you think your experience matches the position, and list your references. Please also tell us about your availability. Contact us at [culture@arch-eu.org](mailto:culture@arch-eu.org)*