

INTERNSHIP OPPORTUNITY

THE ALLIANCE FOR THE RESTORATION OF CULTURAL HERITAGE LAUNCHES A EUROPE CHAPTER:

ARCH EUROPE – ALLIANZ FÜR DEN ERHALT KULTURELLEN ERBES



Open position for a remote internship focusing on launching the European chapter of the global cultural heritage advocacy group ARCH.

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. Our approach is to work with local civil society groups. Our activities include programs in Iraq, Greece, Albania and Afghanistan.

In 2020, we founded ARCH-Europe as a vehicle for projects and programs with a European dimension. As one of the first topic areas we have selected the phenomenon of pilgrimage. We are fascinated by this tradition because it is so universal, so ancient and yet so popular in the modern secular world, and so deeply relatable on an intrinsic human level. In its religious forms, it is a custom that unites rather than dividing the faiths, present in Buddhism, Hinduism, Christianity, Islam, with Zoroastrians and Yezidis and New Age spiritual practices.

WHAT WE OFFER YOU

- You will work directly with our ARCH-Europe leadership team, and the founder and president of ARCH-USA will act as your direct internship supervisor. As an intern with ARCH, you are a core member of the team, and your contributions are extremely impactful.
- You will learn new skills and have the opportunity to apply your academic learning to real world, on the ground practice and to see the results of your contribution. Our interns have created audio-guides, museum exhibits, have organized events, and have conducted research for publications, including a children's book.
- In addition to supporting our applications for grants and funding, you are welcome to get involved with whichever of our projects appeal to you the most.
- This is an unpaid position, however work-related travel and material costs (fees to attend events, or the purchase of books) will be reimbursed.
- Part-time arrangements or flexible working hours possible as long as you are fully committed throughout. This is a remote position.

WHAT WE ARE LOOKING FOR

The Position:

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

You would begin by researching E.U. grants and other opportunities, such as corporate sponsorships, in close collaboration with your colleagues and – soon after – start implementing your knowledge and skills regarding development, applying for grants, and donor outreach. 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 you can also be involved closely in research regarding the broader theme of pilgrimage, write for our ARCH Blog, create content for the website and for our social media channels.

The following skills would be important assets for this position:

- Motivated, determined, proactive, excellent communication skills
- Basic knowledge of fundraising strategies for the nonprofit sector
- Very good organizational and multi-tasking skills (sticking to deadlines, manage Excel sheets of contacts, with notes on follow-ups, etc.)
- Excellent presentation skills, including presenting in virtual settings, designing presentations, and using different platforms and software to do so

Additional Skills that would make you a great candidate:

- Experience in management of media contacts, writing of press releases, public engagement (including social media strategies)
- Creative Writing and/or Research
- Familiarity with WordPress

Apply with your CV, a paragraph explaining why you think your experience matches the position and list your references.

Please also tell us about your availability. Contact us at info@archinternational.org.

Give us a call at +1 202-223-2858 if you have any questions. Our website: www.archinternational.org.