



Recovering Voices

Program Assistant (IS-303-7), Recovering Voices Program, Department of Anthropology, National Museum of Natural History, Smithsonian Institution

The Recovering Voices Program collaborates with communities and other institutions to address issues of indigenous language and knowledge diversity and sustainability at the national and global level (<http://recoveringvoices.si.edu>). The program assistant to the Recovering Voices Program will:

- Assist with a variety of administrative tasks, including, purchase orders, supplies, petty cash vouchers, travel requests and vouchers.
- Assists with tracking income and expenditures from one or more federal and/or trust funds.
- Coordinate communication between Recovering Voices members and other Smithsonian internal and external partners
- Assist with writing of program reports and grants.
- Coordinate programmatic activities such as seminars and community visits as well as their related logistics. As required, assists with community visits.
- Manages incoming and outgoing correspondence. Receives and screens incoming calls. Makes requests for information as needed from vendors and other sources.
- Assist with regular academic appointments (intern and visiting student) registration and exit sessions as required; and other paperwork associated with academic appointments.
- Assist with production and update of program materials and web pages.

This position is a non-federal, four-year term, trust-funded full time position with benefits. The salary is \$42,209. In addition to a cover letter explaining your interest in, and qualifications for the position, please include a CV, which lists the starting/end dates of job (mo./yr.), average number of hours worked per week, salary, country of citizenship and 3 references with contact information. We will accepting applications until September 17th.

Send your cv/resume to: Joshua A. Bell, Curator and Director of Recovering Voices, Department of Anthropology, NMNH, MRC 112, P.O. Box 37012, Washington, DC 20013-7012, bellja@si.edu. Electronic submissions welcome.

