



P A L E S T I N I A N A M E R I C A N R E S E A R C H C E N T E R

**Office Manager
Palestinian American Research Center (PARC)**

Job overview: Supports the Palestinian American Research Center's operations by maintaining all office systems and providing program management

Duties:

- Manage U.S. research fellowship, Faculty Development Seminar (FDS), and Media Development Seminar (MDS) competitions
- Manage fellowship, FDS, and MDS awards
- Maintain donor database and manage donor correspondence
- Assemble, organize and oversee production of PARC newsletters
- Provide backstop administrative functions for key program areas
- Track expenses and prepare annual audit materials
- Oversee and develop social media and website content
- Draft reports for executive director to submit to funders
- Prepare material for twice yearly board of directors meetings
- Assist with grant writing
- Handle all office admin tasks including filing, record keeping and correspondence
- Supervise interns

This position is a part-time (20-30 hours/week), paid (\$15/hour) position reporting to PARC's Executive Director. The office is located at the Center for Contemporary Arab Studies at Georgetown University but some work may be completed remotely. The job is ideal for a graduate student.

Skills/Qualifications:

- Pays meticulous attention to detail
- Takes initiative without direct supervision
- Manages multiple, diverse activities well
- Demonstrates follow through on all tasks

Please contact Hazel Unger by email at usoffice@parc-us-pal.org, with a cover letter stating your interest in the position and a CV.