

BAHÁ'Í WORLD CENTRE STAFFING NEEDS

There is an ongoing need at the Bahá'í World Centre for individuals who possess the relevant training and experience to fill the following positions:

Administrative Assistant

The Administrative Assistant oversees the flat preparation and assignment of all incoming and outgoing staff as well as accommodation transfers; provides staff with guidance and assistance regarding their accommodation needs; handles all correspondence of the office; assists with specifying, prioritizing and coordinating flat renovations and maintenance; liaises with various service offices; updates the housing and key databases. Computer skills (MS Office applications) and good communication skills (written and oral) required. Must also possess managerial skills, good people skills, and the ability to multi-task, be detail-oriented and organized. Those with business, engineering, properties or strong customer service backgrounds preferred. A current driver's license is required.

Assistant Archivist, Persian/Arabic

The Assistant Archivist, Persian/Arabic, assists in the identification of Persian and Arabic historical manuscripts and arranges and describes manuscript collections. The position requires a qualified and experienced archivist, with strong Persian, Arabic, and English language skills, and ability to read manuscript.

Audio-Visual Technician

The Audio-Visual Technician is responsible for the operation, maintenance, and refurbishment of all audio visual systems at the World Centre. The role requires close attention to detail, personal initiative, and the capacity to learn how to operate and troubleshoot complex technical systems. The technician must be comfortable working alone and also be competent as a project manager during AV installation and refurbishment projects. Experience with the technical aspects of video production and with both live and studio sound is desirable. Experience with AV related software, digital sound mixers, digital video matrixes and switchers and a sound understanding of IT networks and the transmission of signals are key factors in the duties of this position. Must be able to work a flexible schedule.

Comptroller

The Comptroller oversees the financial activities of the Bahá'í World Centre with a view to optimizing the utilization of resources. This includes preparing the annual budget, monitoring expenditures, auditing accounting systems and procedures, and carrying out financial analyses and studies in various areas as required. The Comptroller facilitates the work of a team of accountants and administrative staff and collaborates with Coordinators and staff in all departments on related matters. The role requires strong communication and problem-solving skills, attention to detail, as well as the ability to look strategically across a diverse and complex organization. Strong knowledge and experience in accounting and/or financial management is essential (i.e. Certified Management Accountant or Chartered Public Accountant qualifications), and Bahá'í administrative experience is highly desirable.

Design Architect

Licensed architect or nonregistered graduate in architecture or similar field of work. The Design Architect (Project Coordinator) provides design, and produces construction documents, specifications, documentation and as-built drawings. This individual works within a team but is also able to perform tasks independently. He or she assists the Project Manager (PM) with preparation of cost estimates, site supervision and final project checks. The preferred candidate has advanced skills in AutoCAD, 3D-modelling (Sketch Up), Adobe Photoshop and Illustrator.

Information Analyst

The Information Analyst extracts and organizes information from correspondence, minutes and annual statistical reports of National Spiritual Assemblies, Continental Boards of Counsellors, and other sources. Produces cyclical reports as well as responds to special requests. Requires a candidate who is conscientious, detail-oriented and able to work independently. MS Office experience is required. Experience in Bahá'í administration is desirable, as well as English writing skills.

Librarian

The role of Librarian requires a relatively recent degree in library and information science or equivalent professional qualifications, experience working in multiple areas of a library, (e.g. management, systems/technologies, cataloguing, reference, circulation) and a strong learning orientation. Knowledge and experience in cataloguing are highly desirable.

Northern Facilities Manager

The Northern Facilities Manager will be responsible for overseeing all aspects of the operation and maintenance of the Northern Services Facility, ensuring that, to the extent feasible, the use of the building meets the needs of the departments that operate in 'Akká and those of the staff at the Bahá'í World Centre, particularly those who reside in the area. The Manager's duties and functions, which may grow in time to include the management of other facilities in the area, should be defined by the Buildings and Grounds Policy Committee, along with guidelines for the use of this new facility. While based in 'Akká, this position would be situated within the Building Manager's Office.

Photographer/Photo Researcher

The Photographer is responsible for various photographic shoots—documentary, studio portraiture, location, architecture, event and group photos. The position also contributes to photo research and cataloguing work. Relevant training or professional experience and proficiency in Photoshop are required. Experience as a commercial photographer is a plus. An interest in Bahá'í history is desirable as well as strong organizational skills, accuracy with details, aesthetic sense, and an ability to meet deadlines.

Recruiter

The Recruiter is responsible for ensuring the timely filling of positions with suitable staff. The position requires a mature individual, with good knowledge of written and spoken English, and communication skills. Must be able to work independently as well as in a group, have the ability to maintain confidentiality, direct work flow, and monitor several tasks simultaneously. Attention to detail, flexibility, tact, good organizational skills, the ability to perform clerical tasks and work with computer programs, preferably Microsoft Office products, are also essential.

Secretary

The secretary processes incoming and outgoing mail, drafts routine correspondence, reconciles the expenditure reports of the Boards of Trustees, follows up pending items, and maintains a filing system. Requires a good command of the English language and proficiency with Microsoft Office tools. Ability to speak and read Farsi is advantageous.

Treasury

As a participant in the Treasury team, one shares the responsibility for the efficient accomplishment of all Treasury-related operations pertaining to the management of the financial assets of the Bahá'í World Centre, in collaboration with a small external group of professionals in the area. This person is involved in activities related to cash management, banking and investment relationships, risk management, and financial product and market research.

To find out about other needs for staff, or if you would like to find out how to offer service, visit the [Offering to Serve](#) website or contact the Office of Personnel