



## **Executive Assistant to the CEO**

Cairo, Egypt

**Announcement Number: ARCE/21-04**

**Issue Date: June 10, 2021**

**Closing Date: July 10, 2021**

# The Mission and Organization

The American Research Center in Egypt (ARCE) is a private nonprofit organization whose mission is “to support research on all aspects of Egyptian history and culture, foster a broader knowledge about Egypt among the general public, and strengthen American-Egyptian cultural ties.”

ARCE was founded in 1948 by a consortium of American academic and cultural institutions and scholars to promote greater knowledge of Egypt and the Middle East and to facilitate the work of American scholars conducting research in Egypt. Today ARCE continues the work for which it was founded and further plays an active role collaborating with Egypt’s Ministry of Antiquities. It sponsors training courses and activities in Egypt and conducts conservation projects that span the temporal and cultural range of the country’s vast heritage (from prehistory to modern times, from archaeological sites and monuments to museum objects to texts). ARCE also undertakes significant outreach activities within the United States focused on raising awareness of and interest in Egypt among the general public.

## A Leader in Egyptian Academic Research

ARCE is a membership organization composed of both institutional members (Research Supporting Members or RSMs) and individual members. The RSMs comprise virtually all of the major North American academic and cultural institutions with research interests in Egypt and include some of the most prestigious private and public academic and cultural institutions.

ARCE has developed from a small academic and scholarly organization into a complex and culturally significant institution with permanent facilities in both Cairo and the U.S. The Cairo office includes a specialist library on Egypt utilized by scholars and students as well as ARCE members. Programs developed with resources from the United States Agency for International Development have resulted in over 75 completed projects of monument conservation. Specialized training of well over 750 Egyptian archaeologists and conservators will contribute toward the future preservation of Egypt’s cultural heritage.



# ARCE's Activities and Programs

ARCE's activities and programs take place in both the United States and Egypt. U.S. activities focus on an annual scholarly meeting, informational and promotional tours, chapter events, and related activities. Egypt is the primary focus of ARCE's core work, which centers around three crucial, inter-related axes: *Preserving World Heritage*; *Educating the Next Generation of Scholars*; and *Excavating and Conserving Ancient Sites and Monuments*.

## Preserving World Heritage

ARCE's broad work in Egypt includes conservation of culturally significant sites, monuments, architecture, artworks, religious inscriptions, texts, and artifacts representing thousands of years of Egypt's cultural achievement. Through its Antiquities Endowment Fund, for example, ARCE has supported the preservation of early mud brick monumental architecture at Abydos, the palace at Malqata (western Thebes) built by Amenhotep III of Dynasty 18, the unique Coptic frescoes and monuments of the Red Monastery, and the Hisn al-Bab. Likewise, it has supported the conservation and documentation of Egyptian coffins and a Theban tomb field school for the tomb's epigraphic, photographic, and artifact recording.

## Educating the Next Generation of Scholars

ARCE's fellowships allow U.S. scholars to do important research in Egypt. Over the course of five decades, fellowships have benefited over 650 scholars whose research interests spanned the entirety of Egypt's history and culture. ARCE's Field School training projects create a new generation of Egyptian archaeologists and conservators, as well. In June 2013, ARCE ran its first field school organized and run completely by Egyptians and taught in Arabic. Those leading the training were themselves former graduates of ARCE field schools.

## Excavating and Conserving Ancient Sites and Monuments

ARCE facilitates the fieldwork activities of its Research Supporting Members and interfaces with the Ministry of Antiquities on their behalf. ARCE's RSMs undertake a wide variety of archaeological activities, including survey, excavation, conservation, and site management. Current RSMs operate archaeological projects all over Egypt, focused mainly but not exclusively on prehistoric, pharaonic, and Graeco-Roman sites. ARCE-affiliated projects include archaeological work at the Giza Pyramids, South Abydos, Luxor, Tell Gabbara in the Delta, Tell Edfu in Upper Egypt, and the Red Monastery Project in Sohag.



# The Responsibilities

Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on one working relationship. The Executive Assistant serves as the primary point of contact for all internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant must be creative and enjoy working in a small office environment that is mission- driven. The following are the various roles and responsibilities of the position:

## Executive Support

- Provides high-level support to the CEO by completing a broad variety of administrative tasks for the CEO not limited to, but including managing calendar of appointments, completing expense reports, composing and preparing correspondence, arranging travel plans and agendas, and compiling documents for meetings.
- Research, prioritize, and follows up on incoming issues addressees to the CEO, and determines appropriate course of action.
- Works closely with CEO to keep her/him informed of upcoming commitments and follows up appropriately.
- Prioritizes conflicting needs, handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.

## Communications, Partnership, and Outreach

- Works with the Communications and US Development team in coordinating the CEO's outreach activities. Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships. Edits all and creates personal correspondence and acknowledgement letters from the CEO to donors. Maintains a list of official contacts in a Contacts database.
- Translates correspondence from Arabic to English and vice versa, as requested by the CEO. Prepares official correspondence, invitations or other written material in both Arabic and English. Provides interpreting services for official visitors.

## Senior Management Liaison

- Participates as an adjunct member of the executive team including in assisting in the scheduling of meetings and attending all meetings of the CEO.
- Assists in coordinating the agenda of senior management team meetings and all staff meetings.
- Provides a bridge of smooth communication between the CEO's office and internal departments.

## The Candidate

The ideal candidate will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independent on projects from conception to completion and best be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### Qualifications

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders including but not limited to staff and external partners.
- Expert level of written and verbal communication skills in English
- Professional level knowledge of translating and interpreting techniques and practices in English and Arabic.
- Demonstrated proactive approaches to problem solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptive to various compelling demands.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward thinker who actively seeks opportunities and proposes solutions.

### Education and Experience Requirements

- Bachelor's degree required.
- Strong work tenure: minimum five years previous experience supporting C-level Executives.
- Experience and interest in internal and external communications and partnership development.
- Proficient in Microsoft Office (Outlook, Word, Excel, Teams, and PowerPoint).



## Executive Assistant to the CEO Cairo, Egypt

**How to Apply:** To ensure consideration for this employment opportunity, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: ARCE/21-04, 'Executive Assistant to the CEO' to be emailed to [Recruitment@ARCE.org](mailto:Recruitment@ARCE.org). The application package should include an up-to-date CV, letter of interest, and copies of educational certifications (e.g. university transcripts, diplomas, certificates, etc.). Employment Reference letters are optional.

**Reporting Relationship:** This position reports to the CEO.

**Eligibility for consideration:** Bachelor's degree is required. Minimum 5 years previous experience supporting C-level Executives. This position is open to Egyptian nationals only.

**Closing date for application to be considered is: July 10, 2021**

Only short-listed applicants will be contacted.

Questions regarding the vacancy may be emailed to [recruitment@arce.org](mailto:recruitment@arce.org)

The American Research Center in Egypt is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.