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POSITION ANNOUNCEMENT

ADMINISTRATIVE COORDINATOR

Humanities Guåhan (HG) is currently accepting applications for the full-time position of Administrative Coordinator to oversee the administration of the HG office and assist with the coordination of HG's programs, fundraising events, and Board meetings.

A bachelor's degree in a humanities discipline or related field is preferred. Administrative and/or experience in the nonprofit sector is required. Knowledge of and familiarity with Guam's diverse communities is important. Excellent written and oral communication skills are essential, as is familiarity with Microsoft Office and G Suite by Google. The ability to work with a small team of professional staff is key. The ideal candidate will be an individual that is organized, enjoys learning, values working with others, and is comfortable working on several projects simultaneously.

Please send a cover letter and resume with the names and contact information of three references to Humanities Guåhan at kkihleng@humanitiesguahan.org. For additional inquiries, please email info@humanitiesguahan.org. The application deadline is Friday, April 14 by 5:00 p.m. ChST.

Humanities Guåhan is an independent nonprofit organization affiliated with the National Endowment for the Humanities. HG presents and supports public humanities programs for the people of Guam, including interpretive exhibitions, family literacy, documentary films with discussion, cultural workshops and performances, educator and student workshops, literary tours, community conversations and food democracy tours.