



AMERICAN RESEARCH  
CENTER IN EGYPT

مركز البحوث الأمريكي بمصر



## **Job announcement at the American Research Center in Egypt (ARCE)**

**Position: Communications Associate**

**Announcement Number: ARCE/25-01**

**Issue Date: 15 June 2025**

**Closing Date: 30 June 2025**

# About the American Research Center in Egypt (ARCE)

Founded in 1948, the American Research Center in Egypt (ARCE) is a private, nonprofit organization composed of educational and cultural institutions, professional scholars, and private individuals. Through grants, fieldwork and field schools, ARCE's partnership with Egyptians contributes to the shared goal of cultural heritage preservation. Over the years, ARCE's strong relationship with the Ministry of Antiquities (MOA) (formerly the Supreme Council of Antiquities) has ensured the success of our work together.

## Mission:

ARCE's mission is to support research on all aspects of Egyptian history and culture; to protect, preserve and promote Egyptian cultural heritage; and to strengthen American-Egyptian cultural collaboration.

## Vision:

ARCE plays a crucial role in preserving, understanding, and making accessible Egyptian cultural heritage in order to inform and enrich current and future generations.

## Values:

- **Academic Excellence and Integrity:** ARCE upholds standards of excellence in its endeavors and views integrity as an all-encompassing value that drives every aspect of its work.
- **Transparency:** ARCE is committed to being transparent in operations and decision making.
- **Collaboration:** ARCE builds collaborative partnerships with the Egyptian government, researchers, organizations and other stakeholders.
- **Inclusion, Diversity, Equity and Accessibility (IDEA):** ARCE values engaging a wide community of individuals and organizations; actively promoting diversity and inclusion; and making its work accessible.
- **Sustainability:** ARCE is committed to the principles of sustainability in its practices.
- **Innovation:** ARCE seeks creative and innovative ways to enhance its work, broaden its scope and deepen its impact.

## Qualifications

### Knowledge and Experience

- 3-4 years of experience in communications, PR, and/or marketing.
- Broad knowledge of heritage, archaeology and cultural institutions in Egypt and in the United States is required.
- Professional editing and writing skills in English and Arabic are essential for the high-quality publication of ARCE print and digital media products.
- Strong technical skills in a variety of software programs and commitment to learning new and evolving technology.
- Exceptional writing and proof-reading skills for copy editing of all content produced.
- Strong eye for artistic design and layout which is important for content production. This is often done in coordination with the graphic designer.
- Demonstrated knowledge of social media platforms, email marketing software (such as EveryAction), CMS software such as WordPress, Adobe Creative Suite, and content management systems.

### Interpersonal Characteristics

- Strong verbal and written communication skills.
- Flexible and enthusiastic team player with outstanding interpersonal skills are required for written and verbal communication
- Ability to work with both internal and external contacts and members of the public.
- Willing to learn, particularly the more technical aspects of emerging technology, changing audiences and digital standards of communication in the US and Egypt.
- Capable of and enjoys working with teams.
- Willingness to work a flexible schedule to support the US staff (Eastern Standard Time); available for meetings, and especially when a communications deadline requires collaboration across the Egypt-US Team.

## Job Duties

### Content Development & Production [primary]

- Responsible for designing and developing original content for the ARCE website and for distribution on social media channels (EX: Facebook, Instagram, LinkedIn, YouTube) as well as press releases and email messaging for ARCE's activities with an emphasis on Cultural Heritage Projects, Research and Programs.
- Implements efforts to expand public outreach and key target audiences by researching the cultural heritage sector in Egypt and worldwide and monitoring ARCE's social media metrics and website statistics to enhance a strong user experience across all ARCE's communications platforms.
- Collaborates with staff, members, supporting counterpart institutions and digital supporters to contribute high quality content and personal stories to further engage scholastic, academic and public interest in ARCE activities.
- Adapts sourced content for the best media channel and target audience.
- Acts as internal and external point of contact for inquiries related to ARCE's mission and programs.
- Provides information on internal social media guidelines and branding standards.
- Develops content specific to ARCE's multiple audiences – academics, members, enthusiasts, US donors and Egyptian nationals.

## Job Duties

### Communications Support [primary]

- Implements efforts to expand public outreach and key target audiences by researching the cultural heritage sector in the US and Egypt
- Manages ARCE's email marketing for events, lectures, conferences, and fundraising campaigns through our email marketing software.
- Assists with the organization of ARCE's virtual and in person events, such as virtual lectures, members tours, conferences, and beyond. Provides technical support for virtual programs, setting up links and notifications in Zoom, MS Teams and other webinar platforms.
- Organizes communication material that includes audio-visual content for projects, programs and events and continuously updates it.
- Works on building briefs, proposals and overviews needed to share with partners, vendors, suppliers, freelancers and funding organizations.
- Develops and updates media and influencers list and works on building successful connections with them.
- Supports the communication needs of the Cairo and US office, and their different departments, with a focus on advancement, national outreach, ARCE Chapter activities and member stewardship and acquisition.
- Is knowledgeable and ensures proper use of ARCE's brand standards and guidelines and acts as an internal support to staff members; provides guidance and review of all ARCE digital collaterals for correct use of brand standards.
- Drafts and schedules all Every Action updates and tasks including but not limited to emails, design of web forms for donation and membership pages, sets up templates for reports and queries

### Liaison with outsourced Vendors [secondary]

- Develops and updates vendors and suppliers list with their contact information.
- Coordinates the design and production of ARCE print materials and publications that are used for events and campaigns in Cairo by assuring quality control and on-time completion by outsourced entities.
- Supervises audio/visual production processes by vendors hired to create video, photo coverage and films for ARCE to ensure timely submission with product quality that matches ARCE's standards.



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**To apply: Submit the following documentation:**

1. A cover letter describing relevant experience and interest in the position.
  2. A current curriculum vitae or resume.
  3. The names of 2 professional references and their contact information.
- Completed applications can be submitted with the subject line "Communications Associate" to [recruitment@arce.org](mailto:recruitment@arce.org)

**Reporting Relationship:** This position reports to the Communications Manager.

**Eligibility for Consideration:** Candidates must be legally permitted to work in Egypt.

**Closing date for application to be considered is: 28 June 2025**

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.