



The **American Center of Research** (formerly the American Center of Oriental Research), a non-profit institution dedicated to advancing knowledge of Jordan and the interconnected Middle East, past and present, seeks an **Associate or Assistant Director**. This position, resident in Amman, Jordan, is intended to assist the organization in the implementation of its mission and work toward future growth. The position is part of senior leadership and reports to the Director; compensation and title will be based on experience.

Candidates with a post-graduate degree focusing on the Near or Middle Eastern region are preferred. Those with expertise/experience in the current, historic, or ancient periods of Jordan, Lebanon, Syria, and/or the Arabian Peninsula are especially encouraged to apply. A wide range of specialties are welcome, but a background in archaeology, heritage management, conservation, preservation, or similar is essential. A demonstrated capacity for the successful management of multiple projects at a time is desired. A minimum of conversational Arabic is preferred, and fluency in spoken and written English is required.

The successful candidate will be the primary point of contact for, provide oversight of, and administer projects, especially including archaeological and heritage management initiatives. Some travel will be required, including outside of Jordan. The person is expected to work closely with project and field staff, local authorities, and other stakeholders to ensure completion of project objectives and seeing results to completion (including publication). Supervision of staff will be an essential role, including an archaeologist, librarian/archivist, conservator, interns, volunteers, and others.

As senior management, the holder will assist in identifying potential grants/external funds, writing proposals, and advancing other core initiatives of the organization. Additional duties will be assigned, as needed. The candidate is expected to engage with relevant board committees and to contribute new ideas for the future direction of the organization.

The successful candidate will be required to represent the organization in varied public, private, and academic venues, and must be able to articulate ACOR's values and mission. Flexibility and willingness to help others are essential traits. While this position does not include expectations of independent academic research, a knowledge of Middle or Near Eastern history and/or culture (ideally, Jordanian history and culture) is important. Demonstrated experience working with varied stakeholders, including scholars, government officials, and the public, is of considerable value. The ideal candidate would be described by others as a "people person" and enjoy assisting others.

To apply: Please send a letter of interest, names and contact information for three references, and current CV to opportunity@acorjordan.org. Only candidates who have been selected for an interview will be contacted. The position *requires* residence in Amman. Salary will be based on experience. ACOR contributes to social security/retirement, provides life and health insurance, a vehicle for use for work purposes, annual paid vacation based on length of service, holidays, and other benefits.

Review of applications will begin February 21st, 2021, and continue until the position is filled.

ACOR is an equal opportunity employer. Employment decisions including hiring, termination, promotion, and wages and privileges will be made without regard to race, color, religion, sex, national origin, ancestry, age, disability, or any other classification protected by law.

Posted: 4 February 2021.