

# Heritage Highlight Project Manager

## **Short description of the position:**

We are looking for a volunteer to oversee the Heritage Highlight Project at our NGO. Further info about the project here → <https://www.heritagebelize.org/heritage-highlight>

## **Overview of the functions of the position:**

The selected volunteer will work with the whole Heritage Education Network Belize Team - directors, volunteers, project managers and social media managers - to undertake the following tasks;

- Managing and overseeing the Heritage Highlight Project throughout the year.
- Managing volunteers and working with the HENB board and the social media team to execute plans, events, projects publications and any other task related to the Heritage Highlight Project.
- Work with the HENB board to advise and identify challenges and to shape large-scale and/or new project ideas.
- Brainstorm and pitch project and event ideas and write proposals and summary documents.
- Organizing Live discussions monthly or bi-monthly. Working with the board and volunteers to come up with topics and to invite speakers.
- Working with content writers to come up with topics that can be featured on our blog or on our social media.
- Other project management related tasks.

## **Who are we looking for?**

We are looking for individuals who are passionate about Belizean culture and heritage and are willing to dedicate some of their time to contribute to our NGO!

You don't have to have a degree but prior experience in project management or involvement with culture and heritage (natural heritage, arts, archaeology etc.) is a plus.

Ideally, you are responsible, professional, accountable with good writing and managerial skills and a good communicator who can work well in a team.

## **About Heritage Education Network Belize:**

We are a small NGO with big plans! We are run by volunteers who are passionate about what they are doing. HENB is ultimately dedicated to culture and heritage! Through socially and digitally innovative, holistic, and collaborative projects, we aim to empower local communities and stakeholders to create and maintain sustainable lifeways through culture. The NGO is dedicated to communication, community engagement, research, advocacy, capacity building, development, and ultimately education.

## **How much time will we ask from you?**

This position is flexible and based on how much time you have, but we ask that you can dedicate at least 5 hours/week to us. As a project manager, you will have great responsibility. There will also be times when the workload may pick up and it is important that we can count on you.

### **What will you gain by volunteering with us?**

HENB will welcome you into our little family! We appreciate any work that our volunteers can do for us and we aim to support each-other's personal and career development.

- Volunteers are able to pitch and/or execute ideas even outside their position. (Our Heritage and Wellbeing Mental Health series were initiated and are run by volunteers.)
- We are happy to provide reference letters to our volunteers.
- You can be part of our future projects and we are open to supporting your ideas as well as we can.
- You will be joining our network with numerous contacts in the culture and heritage field.

### **How to apply?**

- Please email your CV and/or your bio to Ella Békési at [heritagebelize@gmail.com](mailto:heritagebelize@gmail.com)
- In your email please write in a few words **what position you are interested in** and **why you would like to join our team**.