

Title: Project assistant
Domain: Culture
Organizational Unit: Institut Ramon Llull New York Office (Culture Sector)
Primary Location: New York
Deadline (midnight, New York time): June 22
Application to be sent to: nyoffice@llull.cat

The Institut Ramon Llull New York Office needs to make a temporary appointment of a professional to work on specific projects for the promotion of Catalan culture in the United States.

Responsibilities:

- To work with internal/external partners and collaborators to ensure a smooth project process.
- To manage the project life cycle.
- To ensure delivery of high quality projects, on time and within budget.
- To assist with administration, filing and data processing.
- To handle business correspondence, minutes, forms, reports and confidential documents.

Requirements:

- Appointment with local contract (the candidate must have the right to work legally in the United States).
- Education: 4-year degree.
- Knowledge of Catalan language, culture and literature.
- Knowledge of the cultural and artistic institutions of the United States.
- Prior professional experience in the United States in the academic and/or cultural sector.
- Command of English, Catalan and Spanish.
- Strong capacity for identifying and developing the interests of the organization.
- Capacity for being proactive and solving any problems that may arise in day-to-day work, independently and efficiently. Adaptability and flexibility, commitment and responsibility, planning and organization. Capacity for learning and orientation towards results.
- Flexible working hours to ensure the correct functioning of the services because of the special nature of the projects.
- Willing to travel.
- Computer skills.

Any interested persons who meet the requirements established should send their application in the form of a letter of introduction and their résumé to the IRL New York Office at this electronic address: nyoffice@llull.cat

The deadline for the submission of applications is at midnight 22 June 2017.

Given the large number of persons who may be interested in taking part in this process, we can only guarantee an individual response to the ones who are to be interviewed.