



Program Associate

Location: Remote; Caribbean-based

Organisation Type: Nonprofit / Cultural Heritage

About HeritEdge

We are growing!

The non-profit organization [The HeritEdge Connection](#) is seeking the services of a Program Associate for our team to help develop, coordinate, and execute our programs.

At HeritEdge, we connect **people, institutions, and resources** through cultural heritage projects that foster cultural awareness for generations to come. Engagement with cultural heritage enriches humanity by fostering curiosity, understanding, and acceptance of diverse people and cultures.

Caribbean cultural heritage has long been shaped by loss — through colonialism, natural disasters, neglect, and marginalization — and today faces accelerated threats from climate change. Our mission is to facilitate the preservation and accessibility of the tangible and intangible heritage of the Caribbean in partnership with cultural heritage organisations across the region. Our work is guided by our values: **Integrity, Inclusivity, Community, and Wisdom.**

Our Need...

HeritEdge has a small and passionate team and are now seeking a colleague to deliver the services of **Program Associate**.

Program Associate – services required...

- Lead and support projects and events from conception to completion.
- Conduct research and contribute to the development of project content, proposals, and public communications.
- Build relationships with partner organisations, and other stakeholders.
- Work collaboratively with remote colleagues and regional partners.

- Conduct public outreach and engagement activities, representing the organisation in professional settings as required.
 - Travel within the Caribbean for project activities.
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Qualifications & Experience

- Bachelor's degree or higher in a related field e.g. archives & library studies, museum studies, history, cultural studies, anthropology, archaeology, etc. Master's degree would be a plus.
 - Previous experience in the cultural heritage sector preferred.
 - Proven experience contributing to projects from start to finish.
 - Strong computer literacy.
 - Excellent written and verbal communication skills.
 - Demonstrated ability to absorb information quickly, conduct research, and apply insights.
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Are you...

- Passionate about cultural heritage and eager to share this with others?
- Hands-on, proactive, able to work independently and results-driven?
- Emotionally perceptive with strong interpersonal skills?
- Assertive but collaborative?
- Curious, enthusiastic, and altruistic?
- Positive and calm under pressure or in crisis situations?

Contact us to find out more

Please submit your **resume and cover letter**, and any relevant supporting materials to **pauline@heritedge.org** by **December 20, 2025**.

We encourage applicants from diverse backgrounds and communities and will respond to all candidates.