

# WHAT DO I DO WITH A B.A. IN ANTHROPOLOGY?

Finding jobs that fit your skills  
and interests

# WHAT ARE MY INTERESTS?

Why did you go into anthropology? What questions interest you?



# WHAT ARE MY SKILLS?

## General skills you may have acquired:

### Writing skills

- Grantwriting and report writing
- Analytical writing (qualitative and quantitative)

### Communications skills

- Facilitating group discussions
- Communicating findings to broad audiences
- Consulting with stakeholders, descendant communities

### Organizational skills

- Database design, setup, management

### Problem-solving and critical thinking skills

### Facility with languages

### Data recording and presentation skills

- Photography, videography, interactive displays
- Multimedia presentations, exhibit design, public outreach

## More specific skills from your degree:

Analyzing group dynamics

Observing human (and non-human) behavior

Evaluating organizational structures and assessing their effectiveness

Thinking outside your own cultural experience, finding creative solutions to real-world issues

Communicating with diverse groups of people and engaging diverse stakeholders

Designing and conducting interviews

Analyzing “taste” and preferences to tailor messages or products to specific audiences

Understanding appropriate cultural contexts when framing public service messages or public outreach initiatives

# WHAT EXPERIENCE DO I HAVE?

Internships or research assistantships

Independent study/research reports

Grantwriting

Laboratory research techniques and procedures

Museum design or interpretation

Cultural resource management/excavation

Field research

Community-based research

# POTENTIAL EMPLOYERS

National, state, local governments	Local/international NGOs or PVOs
Corporations	Private foundations
Consulting firms	International businesses
Museums/cultural institutions	Education
Private, nonprofit sector	Computer industry
Multi- or bilateral aid organizations	Advertising industry
Education	Etc.

# CAREERS

Translator/interpreter, ESL  
Technical writer, editor, publisher, journalist  
Attorney  
Foreign correspondent  
Public health worker  
Human resources/diversity officer  
Nonprofit administrator

# FINDING ADVERTISED POSITIONS

<https://www.usajobs.gov/>

<https://www.impactpool.org/>

<https://www.shovelbums.org/>

<https://www.cwam-us.org/>



# READING JOB ADS (BETWEEN THE LINES)

## Public Interest Network Development Operations Administrator

Are you an organized person who cares about the future of the planet, believes that elections should be decided by voters rather than big money, and thinks we should protect public health over corporate profits? Do you believe that organizing and advocacy have the potential to solve the problems that you are most concerned about? Are you interested in supporting the fundraising infrastructure that provides the financial resources that enables organizers and advocates to create social and political change?

The Public Interest Network's Donor Development Team is hiring an Operations Administrator.

Our team builds people power by deepening the financial and political support of individual citizens, raising more than \$1.5 million annually to fund social change work to protect the environment, our health, and our overall well-being.

Your job as the operations administrator will be to work with our team of full-time and part-time major donor fundraisers and empower them to build life-long relationships with our organization's top members through supporting our training program, reporting systems, and assisting with special projects as needed.

### Responsibilities:

Representative responsibilities of the Donor Department Administrator include:

- Effectively organizing critical team meetings, trainings, and other events.
- Updating the team's reporting systems.
- Driving fundraising goals.
- Assisting with producing and executing donor cultivation and stewardship tactics.
- Part-time major donor fundraising on behalf of Public Interest Network organizations.
- Building the Public Interest Network groups or departments through ongoing recruitment outreach.

### Qualifications

We are looking for skilled candidates with a demonstrated commitment to social change and an appreciation of the importance of activism. Applicants must be goal-driven, attentive to detail, and have a problem-solving orientation.

Additionally, top candidates will:

- Have excellent writing and verbal communication skills;
- Be highly proficient in Microsoft Excel and Google Docs, and ideally have some experience coding in VBA and/or Apps Script;
- Be goal driven and have a track record of academic success and proven leadership ability;
- Be flexible, embrace new challenges, have a can-do attitude and strong work ethic;
- Have demonstrated ability to exercise independent judgment and discretion in solving problems; and
- Be able to work independently and creatively, as well as take direction and work as part of a team.

### Compensation & Benefits

Target annual compensation for this position is commensurate with the relevant professional experience and/or advanced degrees that a candidate has. The Public Interest Network offers a competitive benefits package. A minimum 2-year commitment is required.



## ES99: AN AGENCY WITHIN IMPACT.

Although officially established in 2018, ES99 was in the making for several years prior. As Impact's rapid expansion brought more opportunities for optimizing businesses from the inside, it also uncovered a need for these businesses to improve their external presence for their customers' branding & marketing needs. The internal design division at Impact was re-imagined to meet these needs and ES99 was born.

As a full-service boutique agency located in downtown Chicago, our core offerings fall into four main categories: research & strategy, branding, web design & marketing. Our client roster includes everything from B2B manufacturers to B2C CPG brands and everything in between. We're always on the lookout for engaged, collaborative, creative people to bring into the team.

### INTERNAL STRUCTURE

Our Internal Team Is Split Within These Core Competencies

- Creative (strategy, design, ux/ui, copywriting)
- Client management (research, account, digital media analytics)
- Production (web development & print)
- Sales (new business development)

#### Junior Media Planner Description

At ES99 we work with businesses of all kinds. As creatives and problem solvers, we help brands figure out their unique POV and then help communicate that in every way to their customers- from full rebrands to all sorts of marketing mediums.

Media planners play a key part in our Marketing Agency. Our Media Planners are tasked with maximizing returns on advertising and promotional activities across different media channels.

Media planners are responsible for analyzing data, thinking creatively and dreaming up innovative strategies to make sure marketing campaigns reach the right target audience in the most effective way possible.

Media planners collect and analyze information about different media channels, such as newspapers, magazines, radio, films, television, the internet and outdoor media, such as posters and digital billboards, with regards to consumer behavior, circulation, audience trends and the impact of different methods.

Working hand-in-hand with the account managers, creative team and strategists, you should be able to work fluidly and efficiently- creating media plans from the ground up for companies that have never had one before, and ones that are true to who they are as a brand. There is a lot of face-to-face with clients and a lot of interaction with the rest of the team as we help understand and create an in-market strategy with distinct benchmarks and KPIs that the clients can track and we can continually improve on for the multiple years that we'll work with these clients.

#### Responsibilities

- Identify and understand clients and their target audiences
- Coordinating, monitoring and evaluating media campaigns and strategies
- Determine the best media outlets for our clients campaigns
- Optimize ad campaigns according to geographic exposure, frequency, and time spans
- Evaluate the success of media strategies and campaigns

#### Things We Are Looking For

- 2-5 years agency experience
- Fluent in Word, Excel, PowerPoint
- Knowledge of analytics tools
- Minimum of 3 years experience in media planning

The Environmental Health Specialist is responsible for maintaining and safeguarding standards relating to the community's environmental health. Through investigation, education and enforcement, the Environmental Health Specialist takes action to mitigate or eliminate public health hazards. Inspection sources include, but are not limited to, restaurants, swimming pools, residential homes, public schools, septic systems, child care facilities, nursing homes, body art facilities, cannabis/hemp facilities, campgrounds, mobile home parks, public accommodations, and bars/lounges. The Environmental Health Specialist duties are performed primarily in the field completing inspection and enforcement processes in the community.

Environmental Health Specialists are assigned primary responsibility in specific environmental programs but are required to possess knowledge of all programs in order to respond to public health emergencies. Environmental health programs include, but are not limited to Childcare, Body Art, Onsite Wastewater Treatment Systems, Public Accommodations, Lead, Zoonoses, Residential Housing, Air Quality, Swimming Pools, Food Service, Penal Institutions, Mobile Home Parks, Solid Waste, Hazardous Waste, Marijuana, and special (temporary) events.

**Essential Job Functions:**

- Conducts inspections of industrial, commercial, public or private facilities to assure continued compliance with public health standards. Notifies owners or operators of deficiencies or violations; maintains records of contacts made and conditions encountered. Performs data entry of inspection results and reports findings and conditions to Program Manager.
- Educates owners, operators, students and the general public on environmental health issues and regulations.
- Prepares written and verbal reports. Enters findings, including daily activities, into electronic database.
- Conducts and coordinates plan reviews and pre-operational inspections for regulated facilities.
- Investigates routine and non-routine complaints. Provides follow-up action.
- Obtains compliance with public health laws and regulations through administrative enforcement procedures. Works with Program Manager to expedite enforcement action.
- Participates in special team assignments, such as food borne illness investigations.
- Participates in committees related to program activities and responsibilities.
- Participates in departmental emergency planning and response activities.
- Promotes public health within the community.
- Takes personal responsibility to provide exceptional customer service in order to promote and maintain a positive Public Health image, constructive working environment, and foster pride and professionalism in the workplace and community.
- Monitors environmental interfaces of animal to human diseases.
- Presents educational material regarding environmental health to schools, civic groups and various audiences.
- Participates in community outreach activities to promote understanding and support of environmental health programs.
- Reviews design plans for the construction of on-site wastewater treatment systems and inspects sites throughout installation process as assigned; reviews soil and site soil classifications and approves/disapproves results submitted.
- Assists in the preparation of legal documents for administrative hearings and further legal action against repeat violators.
- Provides support to program manager for projects, grant opportunities and other matters pertaining to the Division.
- Engages in specialized programs, projects, and research in environmental health science.

**Qualifications:**

Minimum Required Education/Experience: Bachelor's degree in science, environmental policy or a closely related field and three years of progressively responsible work experience in an area dealing with direct public contact involving adherence to guidelines/standards is required. Please attach transcripts.

**Pre-employment Knowledge, Abilities and Skills:**

- Experience in working with community partners to build and maintain working relationships.
- Outstanding verbal and written communications skills, including ability to adapt a style to fit various audiences.
- Knowledge of inclusiveness, social determinants of health, health equity, and health disparities.
- Ability to engage with and work with other personnel and teams.
- Ability to provide relevant feedback in an acceptable manner to ensure optimal performance of assigned duties.
- Ability to develop new processes or objectives based on evidence-related data and to improve processes for program activities.

Note: Any acceptable combination of education (minimum required), training and experience that provides the above knowledge, abilities and skills may be substituted.

# APPLYING FOR JOBS

Meeting qualifications

What matters?

Creating an application package

Cover letter

CV or resume?

Sample work?

Preparing for interviews

What kinds of questions will they ask?

What questions should you ask?

# CV VS. RESUME

What Goes on a CV	vs	Resume
 Contact Information		 Contact Information
 Education		 Education
 Professional Experience		 Professional Summary
 Publications		 Skills
 Awards & Honors		 Work Experience
 Grants & Fellowships		
 Talks & Conferences Participation		



## JOHN JAMES DOE

BRANDING & MEDIA SPECIALIST

With over 18 years experience in both advertising and branding fields areas, I am looking for a challenging career opportunity for a Communication Manager position.

### Experience

- 2015 - Present** **Company D**  
 Media Director, Melbourne  
 Managing the B2B communication of Company D  
 ✉ Jane Doe - jane.doe
- 2011 - 2015** **Company C**  
 Design Consultant, Los Angeles - New York  
 Consulting two strategic departments in Los Angeles and New York on branding  
 ☎ Jane Doe - 06 1234 5678
- 2004 - 2009** **Company B**  
 Brand Strategist, Madrid  
 Repositioning Company B as an international fashion brand  
 ✉ Jane Doe - Jane.Doe@email.com
- 1999 - 2003** **Company A**  
 Junior - Medior UX Designer, London  
 Designing crossmedial campaigns for major brands, targetting large audiences  
 👤 Jane Doe

### Education

- 1995 - 1999** **STRATEGIC BRANDING**  
 London Business School, London  
 Learning about strategic visual branding
- 1990 - 1994** **GRAPHIC AND MEDIA DESIGN**  
 University of Brighton, Brighton  
 Specialization on Digital Media and Graphic Design
- 1988 - 1990** **VISUAL ARTS**  
 Art school of Chester, Chester  
 Specializing in aesthetics and the basics of design and photography

### Skills

#### Languages

English   
 Spanish   
 French   
 Portuguese 

#### Software

Adobe suite   
 Drupal   
 Wordpress 

### Contact

📍 Melbourne  
 ☎ 012 3456 7890  
 ☎ 06 1234 5678  
 ✉ John.James.Doe@email.com

in John.JamesDoe  
 @JohnDoe  
 /john.doe

# OTHER RESOURCES

[Careers in anthropology](#)

[Linguistics as a profession](#)

[The Linguistic List](#)