



## Collegium Institute Program Fellow and Operations Assistant

The Collegium Institute for Catholic Thought and Culture is an independent, scholarly foundation established in 2013 by faculty, students, alumni, and friends of the University of Pennsylvania. Its catholic mission is two-fold: first, it draws the academic community into conversation with the Catholic intellectual tradition; second, it seeks to integrate the many, diverse parts of the university through common reflection upon the truly *catholic*, or universal, questions that animate human life.

We seek a full-time, resident Program Fellow and Operations Assistant to help incarnate our mission as a Catholic intellectual apostolate in University City. The Fellow will be entrusted with a variety of duties related to administration and communications, programming, and mentorship. This job is ideal for an intellectually-engaged college graduate seeking to work on a motivated team and contribute organizational and communication skills for the growth of an expanding academic enterprise that delivers over one hundred programs and events annually and has nourished intellectual friendship among thousands of students, faculty, and supporters for now over a decade. The opportunity will offer high-level experience in every aspect of running a successful and innovative organization and prepare the position-holder for a variety of future opportunities within the university community and non-profit management, and beyond.

### ***Key Responsibilities***

- Events & Programs
  - Help develop event and program ideas, contribute to curricula
  - Maintain an accurate calendar of programs and events; assist in scheduling
  - Coordinate vendors, venue reservations, and accommodations for visiting lecturers
  - Provide audio-visual and other on-site support
  - Invite program participants and ensure a welcoming, convivial environment
  - Advise students in the Collegium Institute community
- Communications & Publicity
  - Promote Collegium Institute through new and existing platforms
  - Maintain professional correspondence with academic partners, vendors, patrons
  - Create, draft and send invitations, announcements, donation acknowledgments, reports, and various other communications, both electronic and printed
  - Produce simple graphic designs in Canva in coordination with Collegium Institute's Director of Communications & Design
- Administration
  - Various office administration tasks, e.g. ordering supplies, checking PO Box, depositing checks
  - Assist with database administration and champion data integrity
  - Manage Collegium Institute's website and social media presence
  - Provide administrative support as needed using software like Mailchimp, G-suite, Microsoft Word and Excel, Adobe Acrobat, and a CRM

***Qualifications:***

- Strong commitment to the Collegium Institute mission, both personally and professionally
- A bachelor's degree, preferably in a non-professional field
- Experience with Microsoft, Google, Adobe, and other regular platforms; basic graphic design skills a plus.
- Basic technological competence and ability to quickly learn simple A/V equipment
- Advanced communication and interpersonal skills
- A commitment to excellence and attention to detail
- An ability to handle sensitive information with care
- A positive attitude maintained in a fast-paced environment
- A willingness to take initiative while also taking direction from leadership
- Time-management skills, evidenced through the ability to manage multiple projects at once
- Scheduling flexibility, willingness to work some evenings weekly and occasional weekends
- Availability to work in person through the week and for limited travel for off-campus events
- Preference for candidates willing to commit for two years
- Familiarity with the University of Pennsylvania is a plus.

***Salary:*** The starting salary range for this position is commensurate with skills and experience.

***Benefits:***

- Individual Coverage Healthcare Reimbursement Arrangement
- SIMPLE IRA retirement plan
- Paid Time Off

***Location:*** Collegium's office is located in Leadership Hall (3814 Walnut Street), on the University of Pennsylvania's campus in Philadelphia.

***To Apply:***

In order to apply, please submit the following materials:

- 1) Cover Letter of 1-2 pages that addresses your eligibility, demonstrates familiarity with Collegium's programs and priorities, and sets forth a compelling vision for how your candidacy would enable Collegium to execute and enhance both.
- 2) A resume that includes a list of three professional references who can testify to your suitability for this position

These items should be assembled into a single pdf and emailed – with the subject line “Program Fellow and Operations Assistant Application” – to Caroline Arnold at [carnold@collegiuminstitute.org](mailto:carnold@collegiuminstitute.org)

***Deadline:*** Review of applications will begin immediately starting with the first circulation date of March 15th and will continue rolling until the search is concluded.