



Collegium Institute Program Fellow and Operations Coordinator

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 Coordinator to help incarnate our mission as a Catholic intellectual apostolate in University City. The Coordinator 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 with 1-2 years of professional experience and/or an MA who has a spirit of initiative and a strong commitment to the mission of the Collegium Institute. This candidate should be 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

- **Programs:**
 - **Program Development:** Collaborate with the team to develop, plan, and carry out programs and events. This can include proposing speakers to invite for lectures, developing curricula for our student seminars; coordinate vendors. The coordinator also would have the opportunity to identify new needs and initiatives and suggest and execute improvements on existing programs.
 - **Program Staffing:** Co-lead discussions in student seminars; set up for programs and events; provide A/V support; assist program participants; greet and converse with guests at events to create a welcoming, convivial environment.
 - **Program Promotion:** Promote Collegium's programs through new and existing platforms. This includes writing copy for program descriptions, invitations, and announcements, both electronic and printed, as well as executing the distribution of these materials.
 - **Student Advising:** Collegium Institute has a robust community of Undergraduate Fellows and Graduate Fellows. This position would include meeting with Fellows regularly outside of regular programs to advise and to foster community; also includes working directly with the Undergraduate Executive Committee to help them form and implement their ideas.
- **Operations and Administration:**

- **Major Grant Management:** Collegium has been awarded a series of major grants that enable exciting multi-institutional partnerships across universities. The Coordinator will help oversee the administration of these grants, monitoring the achievement of grant deliverables, ensuring narrative reporting and expense accounting, and where applicable participating in the communities of practice created by grants. The coordinator also may assist in compiling data and writing copy for grant reports as well as the visioning and writing of new grant proposals.
- **Community Relations and Data Management:** Work with CFO to produce and distribute donor acknowledgments; serve as database administrator; develop contact lists in the database and propose augmentations for organization. Work closely with the CFO to optimize data collection, management, and utilization practices.
- **General Administration:** Confirm that bills and honoraria are paid on time; check the PO Box and then deposit any checks received and distribute correspondence accordingly; as needed, coordinate employee benefits administration and payroll information and requirements in conjunction with senior staff.

Qualifications:

- A strong commitment to the mission of the Collegium Institute, both personally and professionally
- A bachelor's degree in a non-technical field (or an MA in a non-technical field)
- If not an MA then at least 1–2 years of professional experience that demonstrate superior organizational, leadership, and communication skills
- Experience with Microsoft Excel is a must. Experience with Salesforce (or similar CRMs), Microsoft, Google, and Adobe's products preferred; 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
- 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.

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 and Operations Coordinator Application” – to Caroline Arnold at carnold@collegiuminstitute.org

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