Fordham’s Center on Religion and Culture, based at the Lincoln Center campus in Manhattan, is seeking an Assistant Director to work with the CRC Director to help plan, organize and execute programs and conferences for the general public. This is a full-time administrative position in the Division of Mission Integration and Planning. The Assistant Director reports to the Director of the Center on Religion and Culture.

The Assistant Director is responsible for the successful administration of the CRC and for supporting and advancing goals and processes consistent with Jesuit mission of the Center and the University. The Center’s mission is to enrich the public conversation about religion by addressing questions arising at the intersection of religious tradition, intellectual inquiry, societal change, and contemporary culture. The Center frames these discussions in the spirit of the Ignatian tradition of engagement and openness that characterizes a Jesuit and Catholic institution.

The CRC puts on at least six public events and conferences a year, and collaborates on other programming opportunities at Fordham and with other institutions.

Responsibilities:
- Manages day-to-day activities and overall administrative operations of the CRC, including supervision of student workers and internal and outside vendors
- Oversees and facilitates advertising and promotions, staffing and event planning logistics, and multiple operating budgets
- Oversees and maintains the Center’s online presence, including website and social media accounts
- Is attentive to an increasingly dynamic environment where initiative, flexibility and real-time decision-making are keys to successful programming
- Actively pursues creative opportunities that enhance the Center’s programming, outreach, promotion and financial development
- Serves as an emissary of the CRC and helps foster the CRC’s existing and potential relationships, and stands ready to represent the Center as needed

Qualifications:
- Bachelor’s Degree in a relevant field required, Master’s degree preferred
- 5-10 years of relevant experience, including staff management and experience staging public programs
- Familiarity with, and commitment to, the Jesuit educational mission
- Familiarity with, and interest in, wider cultural trends in politics, religion, and society
- Experience in administrative office settings, demonstrated organizational skills
- Ability to seamlessly handle complex projects and competing priorities with minimal supervision.
- Excellent interpersonal and verbal/written communication skills, with the ability to communicate effectively with all levels of the University, including Faculty, Staff and students
- Ability to innovate, adapt and work independently and in a collaborative environment
- Conversant with strategies for audience-building and nonprofit financial development
- Proficiency in social media technology and working knowledge of CMS/web editing tools
- Proficiency in software programs like Excel, PowerPoint, Constant Contact, etc.
- Comfortable with utilizing technology, and exploring new technological solutions

SALARY: Commensurate with experience
FLSA CATEGORY: Exempt
STARTING DATE: ASAP
Send cover letter and CV to: David Gibson, Director of the CRC, at: dgibson4@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories