TITLE OF POSITION/RANK: Program Officer  
(Part-time Non-Benefitted, Grant-Funded)

DEPARTMENT: Institute of International Humanitarian Affairs

The Institute of International Humanitarian Affairs (IIHA) is a university-wide center that reports directly to the President of Fordham University. By incorporating the academic rigor and intellectual standard of Fordham University with the experience and expertise of humanitarian aid and development agencies in the field, we endeavor to advance the methods and framework by which humanitarian workers operate. As such, we serve as a unique bridge between academia and humanitarian efforts worldwide.

Our mission is to train and educate current and future aid workers at local, regional, national, and international levels. We accomplish this through undergraduate and graduate programs that equip individuals with the tools needed to respond thoughtfully and effectively in times of crisis, conflict, and disaster. We also publish on a wide range of humanitarian topics and regularly host events that further create an increased understanding of global humanitarian crises through critical analysis and shared experiential knowledge. These research initiatives cover areas of humanitarian design, humanitarian innovation, urban disaster response, water and migration, ageing and migration, and education in emergencies. The initiatives aim to facilitate dialogue and produce knowledge that inspires innovative solutions to humanitarian problems through events and publications.

The Institute invites applications for a 24 month, part-time grant-funded non-benefited position at Fordham University.

RESPONSIBILITIES:

- Will be tasked with the planning, promotion, and execution of Ireland at Fordham Humanitarian Lecture Series events in 2019 and 2020. Events may include: panel discussions, distinguished lectures, and a book launch;
- Work with the IIHA Communications Officer, oversee the creation of print promotional materials, such as annual reports, flyers, promotional packets, and other materials, for the Ireland at Fordham Humanitarian Lecture Series events;
- Market and promote all Ireland at Fordham Humanitarian Lecture Series events;
- Maintain all room reservations, guest lists and staffing for each event.
- Work with the IIHA Executive Director in the collection of written lectures and the editing of a resultant book to be produced at the end of the lecture series, as well as any other Occasional Papers related thereto.
- Recruit and manage a team of interns and graduate assistants to assist the Program Officer

QUALIFICATIONS:

- Bachelor’s degree
- Excellent organizational skills
- Ability to work under pressure and with tight deadlines
- Strong writing skills with experience in crafting press releases, social media posts, and reports;
- Strong social media engagement and general marketing skills;
- Practical or academic knowledge in emerging issues in international humanitarian response or general social justice issues;
- Motivated to creatively contribute and drive new projects
- Strong communicator with excellent networking and interpersonal skills
- Ability to work under pressure, independently and with limited supervision
- Ability to work effectively on a team across a broad range of humanitarian contexts and topics
- Thorough familiarity with the roles of existing major players in humanitarian work, including the United Nations, relevant governmental agencies and nongovernmental organizations, and academic institutions.

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

STARTING DATE: ASAP

SEND LETTER & RESUME, WRITING SAMPLE AND REFERENCES TO: Brendan Cahill, brcahill@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