



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

A09495

Date: 09.15.21

## ADMINISTRATIVE POSITION ANNOUNCEMENT

**TITLE OF POSITION/RANK:**

**Program Administrator**

**DEPARTMENT:**

**Feerick Center for Social Justice  
Law School  
Lincoln Center**

### POSITION SUMMARY:

The mission of the Feerick Center for Social Justice is to promote the rights and address the problems facing marginalized and low-income New Yorkers and other vulnerable populations. The Center links the social justice community serving those in need to Fordham and engages the Fordham community in service of national and local social justice initiatives. The Center works with non-profit, legal services, and public sector organizations, bar associations, and individuals to respond to the challenges of those in need. And through education and collaboration, the Center engages with Fordham students, alumni, faculty, and administrators to create and implement long-term innovative solutions critical for lasting change.

### RESPONSIBILITIES:

- Reports directly to the Executive Director of the Feerick Center for Social Justice and provides comprehensive support for the Center.
- Coordinates Center communications, including e-newsletter, reports, and web content; manage the Center's social media platforms, email account, and maintain its website.
- Supports Center program and event planning, coordination, and implementation, including by overseeing administrative, logistical, and day-of support for events and conferences.
- Coordinates budget accounting operations, office purchasing, processing of invoices, and records control.
- Assists with donor cultivation and stewardship and provide grants management and finance administrative support, including by recording, processing, and maintaining financial records, as well as assisting with logistical planning and publicity materials for fundraising events.
- Serves as a primary point of contact for the Center for external and internal purposes; systematically tracks communications and contacts; tracks the status of requests and responses.
- Provides day-to-day administrative support to the Feerick Center staff including scheduling, securing space on campus, travel arrangements, data integrity, and processing applications for student programs and fellowships.
- Supervises student workers, college interns, and Center volunteers, as necessary.
- Coordinates personnel reporting and paperwork needs.
- Maintains a master calendar for the Center and provide other calendaring assistance as necessary; manages overall coordination of event schedules of the Center.
- Performs other responsibilities as may be assigned, including acting as project manager for special projects.

### QUALIFICATIONS:

- High School Diploma or equivalent required; Bachelor's degree preferred.
- Minimum two years of experience with office management and organization.
- Excellent computer skills including Microsoft Word, Excel, and PowerPoint; G-Suite; and data management skills.
- Administrative, bookkeeping / budgeting and event planning experience, a plus.
- Familiarity with contact management systems and graphic and website management preferred.
- Conversational Spanish preferred.
- Excellent oral and written communication skills, proofreading and customer relations skills.
- Strong interpersonal skills and team player with ability to work in a positive, collaborative, and inclusive environment.
- Self-motivated worker with strong initiative, ability to work independently, with superior judgment.
- Strong organizational skills with meticulous attention to detail, excellent follow through, and ability to multitask.

**SALARY:**

Commensurate with experience

**FLSA CATEGORY:**

Exempt

**START DATE:**

ASAP

**SEND LETTER, RESUME AND**

**CONTACT INFORMATION FOR THREE REFERENCES TO:**

[feerickcenter@fordham.edu](mailto:feerickcenter@fordham.edu)

*No phone calls please.*

**SUBJECT LINE: Program Administrator Candidate 2021  
Feerick Center for Social Justice**