



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A04285

Date: 10.13.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director/
Communications and Project Management

DEPARTMENT: Center for Community Engaged Learning
Rose Hill and Lincoln Center

POSITION SUMMARY:

The Assistant Director for Communications and Project Management provides operational, communications, administrative and project management support for the Center for Community Engaged Learning, with focus on three main areas. The Assistant Director: 1) assists the Associate Director and Executive Director in planning, executing, and evaluating a streamlined communications plan (internal and external) for the CCEL; 2) provides project management support for curricular and co-curricular initiatives run by the Center 3) provides logistical and operational support for CCEL administration. This is a full-time, exempt position reporting to the Associate Director, with a dotted line to the Executive Director.

RESPONSIBILITIES:

- Develops, implements, and sustains a strong communications strategy and set of operations for external communications with community partners, donors, friends of Fordham, and other constituents of the CCEL.
- Develops, implements, and sustains a strong communications strategy and set of operations for internal communications with students, faculty, and administration.
- Creates original content for, updates, and generally oversees the CCEL website and all digital and print communications to reflect the mission, vision, and up to date operations of the CCEL.
- Supports the Executive Director with remarks, correspondence with donors, agendas, fundraising strategy, preparation for external events and meetings, etc.
- Provides project management for place-based community engagement initiatives, external events, and academic development projects and programs.
- Supports the operations and administration of the CCEL.
- Carries out other duties as assigned by Associate Director; Executive Director.

QUALIFICATIONS:

- Bachelor's Degree in a related field or comparable work experience required; Master's Degree preferred.
- Minimum three to five years working in higher education administration, with experience in communications, development/donor relations, and curricular and co-curricular programming preferred.
- Progressive experience in leading/facilitating projects according to best practices of community engaged learning.
- Prior experience teaching or implementing student programs, especially at the college level, preferred.
- Fluency in another language commonly spoken in New York City is highly valued.
- Strong understanding and personal commitment to Jesuit educational mission & Ignatian spirituality.
- Display a deep commitment to anti-racist principles and ability to transmit these values through workshops/trainings for a wide variety of audiences.
- Must be cooperative, honest, flexible, and respectful of staff, students, visitors, and community partners, and interact with all constituents in a courteous, professional, and customer-service oriented manner.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: jgafney@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*