

JOB POSTING

Tufts University Chaplaincy

Chaplaincy Coordinator - (17001285)

Description

The Tufts University Chaplaincy is a dynamic hub, supporting religious, spiritual, ethical, and cultural life for all members of the Tufts community. We provide pastoral care, support religious and philosophical communities, educate about spiritual and ethical issues in society and the world, and promote multifaith engagement.

The University Chaplain leads the University Chaplaincy team, which currently includes chaplains or residents serving the following communities: Africana, Buddhist, Catholic, Humanist, Jewish, Muslim, and Protestant. Staff include the Program Manager, Chaplaincy Coordinator, a contract Music Director, and 10-12 student workers.

The Chaplaincy Coordinator provides specialized support to the University Chaplain and the University Chaplaincy to implement the administrative goals of the University Chaplaincy. Serves as the first point of contact and coordinates office operations; assists by managing and monitoring budgets, grants, and contracts; manages the use of multiple facilities; coordinates the department student worker program, including recruiting, hiring, training, supervising, and evaluating student workers; participates in developing and implements department communications plans through high-quality publications and multiple websites and social media channels; implements department data management and filing systems; and coordinates complex event logistics.

Qualifications

Basic Requirements:

- High school diploma/GED and 5+ years of administrative experience OR a bachelor's degree and 1-3 years of administrative experience
- Budget and accounting knowledge/experience
- Facilities and event administration experience
- Excellent interpersonal, communications, and organizational skills
- Proficient in relevant computing applications (especially databases and spreadsheets, shared documents, mail merging, PowerPoint, etc.)
- Demonstrated ability to work with highly diverse populations, multicultural awareness
- Excellent discretion for carefully managing sensitive and confidential information
- This position requires occasional evening and weekend work to provide on-site staffing for programs; may require availability on-call to respond to facilities emergencies

Preferred Qualifications:

- Bachelor's degree preferred
- Higher education and/or religious/interfaith organization experience preferred
- Supervisory/staff leadership ability/experience

Special Work Schedule Requirements:

May require change or flexibility in work schedule to meet operational needs during brief peak time periods.

Tufts University is an AA/EO employer and actively seeks candidates from diverse backgrounds. Please see the [Tufts University non-discrimination statement](#).

Supervisor: The Reverend Greg McGonigle, University Chaplain

Organization: University Chaplaincy

Job: Administrative Support

Primary Location: Goddard Chapel, Medford, Massachusetts

Employee Status: Regular **Schedule:** Full-time

HR Recruiter: Sheethal Surendran Sheethal.Surendran@tufts.edu

Interested applicants should apply immediately. Desired start date is July 10, 2017.

TO APPLY, POST COVER LETTER AND RESUME AT: <http://jobs.hr.tufts.edu>