Position Summary: The Light the World! Institute is to immerse youth in how the Catholic faith engages and impacts wider society through both theological texts and lived models of faithful excellence, so as to allow their faith to permeate all they do. “Light the World!” is both an instrument of the Spirit for formation in faith, and a vehicle for the Church itself to be transformed by hearing the voices of its youth. “Light the World” aims to foster a robust sense of vocation, not only in the high school attendees but also in the undergraduates who lead them.

The Coordinator is the key management leader of the Institute, responsible for overseeing organizational administration, program development, and implementation the week long summer institute. The Director’s central duty is ensuring day-to-day fulfillment of administrative, budget, program, marketing/promotion, and fundraising goals as part of strategic plan of the School of Theology and Religious Studies.

Essential Responsibilities Include: The administrative responsibilities include coordinating and overseeing Institute week. Making recruiting trips to high schools. Creating and updating promotional materials. Providing operating reports. Supervising, training and retaining qualified CUA students to be leaders/counselors for Institution week. Develop and plan the schedule for Institution week. Oversee regular email communications to presenters and donors. Provide leadership during the Light the World! Institute week. Work with Institutional Advancement officers and plan in fundraising activities for the School of Theology and Religious Studies.

Minimum Qualifications: A Bachelor’s Degree is required. The level of responsibility requires three to five years’ experience in event planning, managing large projects from start to completion including experience working with budgets, vendors, customers and donors. Technical experience includes Microsoft applications (i.e., Word, Excel, and PowerPoint) and online social media including Skype, Twitter, Facebook, blogs. The ideal candidate must possess strong written and oral communication skills with strong organizational skills.

Preferred Qualifications: Self Starter and a strong sense of the Catholic tradition as an intellectual resource and tradition to be studied, extended, critiqued and renewed.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position job title in subject line of email. Applications close on 1/11/16.

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