

**Northeastern University, Boston, Mass.**

**The Center for Spirituality, Dialogue, and Service seeks a**

**Program Manager for Service and Engagement Programs**

Requisition Number STFR000462

Division/College Student Affairs

Interdisciplinary Division/College

Location Boston Main Campus

Full-time/Part-time Full Time

Grade 11

Posting Date 08/30/2012

**Responsibilities:**

Under the direction and in collaboration with the Executive Director, the Program Manager for Service and Engagement Programs will be responsible for the design, implementation and assessment of programming that develops within students the ability to work effectively to build healthy and just communities on and off campus; build and maintain relationships, facilitate communication and mediate conflicts in order to become engaged global citizens. The Program Coordinator develops opportunities for students to participate in service and constructive social action on and off campus. Coordination of retreats and seasonal celebrations; Development of Intergroup /Interfaith Dialogue forums. Lead/teach/inspire program participants, events planning and management, publicity and recruitment, training/equipping student leaders and supervising work study students; Communications, website content development/management, uses social media for community development and enhancement, ENEWSLETTER publications, scheduling of the University's Sacred Space and coordination of prayer and worship schedules, scheduling and co-facilitating service and other educational programming, budget and bookkeeping, advancing outreach to international and other underrepresented student groups. The individual may provide pastoral services/chaplaincy functions. Will serve as an advisor to religious student organizations.

**Qualifications:**

Masters degree(s) preferred, in Theology/Religious Studies/Philosophy, Education, Peace Studies, International Relations, Political Science, Intercultural Relations, Higher Education Administration, Business Administration, or related fields. The qualified candidate will possess a minimum of 3-5 years of leadership experience in higher education and/or related field (nonprofit/Non-Governmental Organizations, service learning, social service agencies working with young adults, religious institutions, interfaith/multicultural organizations, etc.) The position requires significant administrative skills; strategic thinking and planning skills; creative program development skills; teaching and group facilitation skills; student leadership development skills; oral, written, presentational, and interpersonal communication skills; skills in working with religiously and culturally diverse communities on and off-campus; the ability to work collaboratively with faculty, staff, administrators, students, and local and global University partners at all levels; a student-centered philosophy of education with interest in

cooperative/experiential/creative pedagogies; a commitment to social justice, nonviolent conflict resolution, pluralism, and interfaith/cross-cultural understanding and cooperation. Other helpful skills include web design/development, social media, budget management, community organizing, mediation/negotiation/conflict resolution skills; and supervision of students and volunteers. The right candidate may help provide pastoral services/chaplaincy functions to one or more student communities.

**Required Documents:**

Resume

Optional Documents

Curriculum Vitae

**Northeastern University, Boston, Mass.**

**The Center for Spirituality, Dialogue, and Service seeks a**

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Posting Date 08/30/2012

**Responsibilities:**

Under the direction and in collaboration with the Executive Director, the Program Manager for Dialogue and Educational Programs will be responsible for the design, implementation and assessment of programming that provides students with the ability to identify, understand, learn from, and affirm the common core of spiritual practice and ethical imperative in the world's religions.

Lead/teach/inspire program participants, events planning and management, publicity and recruitment, training/equipping student leaders and supervising work study students, communications, website content development/management. Coordination of retreats and seasonal celebrations; Development of Intergroup /Interfaith Dialogue forums. Use of social media for the creation and enhancement of community; ENEWSLETTER publications, scheduling of the University's Sacred Space and coordination of prayer and worship schedules, scheduling and co-facilitating inter faith/group dialogue and other educational programming, advancing outreach to international and other underrepresented student groups. The individual may provide pastoral services/chaplaincy functions. Will serve as an advisor to student organizations.

**Qualifications:**

Masters degree(s) preferred, in Theology/Religious Studies/Philosophy, Education, Peace Studies, International Relations, Political Science, Intercultural Relations, Higher Education

Administration, Business Administration, or related fields. The qualified candidate will possess a minimum of 3-5 years of leadership experience in higher education and/or related field (nonprofit/Non-Governmental Organizations, service learning, social service agencies working with young adults, religious institutions, interfaith/multicultural organizations, etc.) The position requires significant administrative skills; strategic thinking and planning skills; creative program development skills; teaching and group facilitation skills; student leadership development skills; oral, written, presentational, and interpersonal communication skills; skills in working with religiously and culturally diverse communities on and off-campus; the ability to work collaboratively with faculty, staff, administrators, students, and local and global University partners at all levels; a student-centered philosophy of education with interest in cooperative/experiential/creative pedagogies; a commitment to social justice, nonviolent conflict resolution, pluralism, and interfaith/cross-cultural understanding and cooperation. Other helpful skills include web design/development, social media, budget management, community organizing, mediation/negotiation/conflict resolution skills; and supervision of students and volunteers. The right candidate may help provide pastoral services/chaplaincy functions to one or more student communities.--

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