

We are hiring! Cerca Personale!

Campus Programs Coordinator

Applications Close February 15, 2021

Accettazione delle domande fino al 15 febbraio, 2021

The Angelicum Thomistic Institute has student chapters at university campuses across Europe, which sponsor many on-campus events each year, in order to expose students to the riches of the Catholic intellectual tradition. We're looking for a new member of our team who will work in close collaboration with the student leaders of our campus chapters to plan and execute Thomistic Institute campus events, under the guidance of the Director of the Angelicum Thomistic Institute.

While the position may entail some travel, the campus program coordinator is a one year Internship program, home-office position that requires residency in Rome, Italy.

Interns are given the opportunity for free masters classes in Philosophy and Theology at the Angelicum, in Rome, on a limited basis. Work includes visits with students to important pilgrimage sites in Rome and the southern Italian area.

The job position opens September/October 2021 and will include advice on the visa process, and accommodation options in Rome.

Responsibilities

- Work with student leaders to plan events promoting the Catholic intellectual tradition on secular university campuses. This includes strategizing with and coaching students about how to evangelize the intellectual life on their campuses through these events, guiding students as they select speakers and topics, and helping students contact the speakers and arrange the campus logistics for the events.
- Support the execution of these events during the school year, in collaboration with the other team members in the Campus Programs division (for example, creating and overseeing advertising and promotion for events, planning speaker travel, tracking student participation at each campus, monitoring expenses, and submitting reimbursement requests).
- Travel to events on occasion and publicly represent the TI at them (moderating discussions, introducing speakers, etc.).
- Aid the Program Coordinators in developing and implementing new strategies for the intellectual evangelization of each campus through TI programming (For example, on-

campus lectures, seminars, conferences, intellectual retreats, and new forms of campus outreach and student engagement).

- Help plan and run our annual Graduate Student Seminars and other conferences at the Angelicum in Rome.

Important traits & skills

- At least a B.A. degree or its equivalent;
- Knowledge of the Catholic intellectual tradition and motivation to spread the faith by intellectual evangelization;
- Organized, responsible, self-motivated, detail-oriented and able to work independently
- Comfort and precision in handling project logistics for many projects simultaneously;
- Familiarity with Word and Excel is essential;
- Experience in communications, social media management, graphic design;
- Familiarity with web platforms such as Mailchimp, Zapier, Canva are a plus;
- Familiarity with live-streaming technology and platforms;
- Familiarity in working with different European languages - proficiency in one of the following languages is a plus: Italian, French, Spanish

The Angelicum Thomistic Institute is a research institute of the Pontifical University of Saint Thomas Aquinas in Rome and an apostolate of the Dominicans. Applicants should be practicing Catholics in good standing who assent to and profess the Catholic faith in its entirety as presented in the Catechism of the Catholic Church.

Salary: Starting around \$40 000 USD, depending on education and experience, and generous vacation time.

Applications should include a CV and a cover letter stating why the candidate is interested in working for the Angelicum Thomistic Institute.

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